



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
FINANCE AND EFFICIENCY  
COUNCIL MEETING  
THURSDAY, June 21, 2018  
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 15, 2018
  - B. April 19, 2018
3. Information - Financial Report – April 2018
4. Information - Bank Reconciliation – April 2018 and May 2018
5. Information - Fiscal Monitoring Activity Report
6. Recommendation as to Approval of the 2018-2019 Budget
7. Recommendation as to Approval to Accept Additional State of Florida Department of Economic Opportunity Workforce Funding
8. Recommendation as to Approval to Allocate Funds for the Pre-Apprenticeship Internship Program
9. Recommendation as to Approval of SFWIB to provide direct Employment and Training Services
10. Recommendation as to Approval to Allocate Funds for the Miami-Dade County Public Schools Pre-Apprenticeship Program
11. Recommendation as to Approval to Allocate Funds for the TechHire Internship Program
12. Recommendation as to Approval to Allocate Funds for the CSSF TechHire Summer Bootcamp Stipends

South Florida Workforce Investment Board dba CareerSource South Florida is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

"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 21, 2018 at 8:00AM

**AGENDA ITEM SUBJECT: MEETING MINUTES**

February 15, 2018 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. Scott, Kenneth</li> </ol>	<ol style="list-style-type: none"> <li>6. Adrover, Bernardo</li> <li>7. Davis-Raiford, Lucia</li> <li>8. Maxwell, Michelle</li> </ol> <p><b>SFW STAFF</b>            Garcia, Christine</p>	<p>Farinas, Irene – <i>Adults Mankind Organization, Inc.</i></p> <p>Someillan, Ana – <i>Adults Mankind Organization, 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 called the meeting to order at 8:47am and requested a moment of silence for all that lost their lives during the recent school shooting at Stoneman Douglas High School. Quorum of members present had not been achieved.

**3. Information – Financial Report – December 2017**

Chairman Gibson introduced the item and newly promoted SFWIB Assistant Director of Finance Christine Azor further presented.

**Budget Adjustment:**

**Revenue:** There were no revenue adjustments

**Expenses:**

- Headquarter Costs decreased - \$236,332
- Refugee Services Increased - \$236,332
- Training and Support Services increased - \$152,790
- Other Programs and Contracts decreased - \$152,790

**Explanation of Significant Variances**

1. Training and Support Services – 16.1% versus 50%
2. Other Programs & Contracts - 2.3% versus 50% due to more emphasis has

Chairman Gibson questioned the 2.3% for Other Programs & Contracts and Ms. Azor further explained.

[Mr. Roberto Datorre arrived]

[Quorum had been verified; **No quorum**]

Chairman Gibson inquired about the NEG and Ms. Azor explained that it's the National Emergency Grant and the partnerships with the various entities. He requested additional details and she explained that those were clean up efforts as a result of the recent hurricane.

She additionally provided contract updates for the following programs/entities:

- Employ Miami-Dade (City of Miami)
- Future Bankers
- Take Stock in Children (TSIC)
- Mission United with United Way of Miami-Dade

There was continued discussion.

SFWIB Vice-Chairman Perez requested additional details on the delayed progress of Employ Miami-Dade's contract. Ms. Azor explained the delays. Mr. Perez asked whether Mr. Beasley can further explain the delays.

Mr. Datorre inquired about a similar contract that also did not materialized and the members of the Council explained that it was Florida International University's (FIU) contract. Both Ms. Azor and Mr. Scott explained.

Ms. Azor continued her review of the Agency summary detailed in the Financial Report.

Mr. Perez questioned the slowdown in expenditures. Ms. Azor further explained that the figures would possibly change once the budget adjustments were approved.

There was continued discussion.

**4. Information – Bank Reconciliation – November 2017 and December 2017**

Chairman Gibson introduced and Ms. Azor further presented.

No further questions or discussions.

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

Chairman Gibson introduced the item and Ms. Azor further presented.

Chairman Perez inquired about the disallowances and Ms. Azor additional explained. He asked whether if it was possibly an accountant error and Ms. Azor explained that it wasn't anything major. Vice-Chairman inquired about current disallowance thresholds and Ms. Azor further explained.

No further questions or discussions.

**6. Recommendation as to Approval of an Adjustment of the PY2017-18 Budget**

Chairman Gibson introduced the item and Ms. Azor further presented and read the item into record.

No further questions or discussions.

[SFWIB Chairman Jeff Bridges arrived; **Quorum Achieved**]

SFWIB Chairman Bridges moved the approval of an Adjustment of the PY 2017-18 Budget. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

**7. Recommendation as to Approval to Accept funds for the City of Homestead Summer Youth Employment Program**

Chairman Gibson introduced the item and Ms. Azor further presented.

Chairman Bridges moved the approval to accept funds for the City of Miami Gardens Summer Youth Employment Program. Motion Seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

Vice-Chairman Perez verified whether if the approval was to accept the funds for the City. Mr. Beasley responded, “Yes” then further explained.

**8. Recommendation as to Approval to Accept Funds for the City of Miami Gardens Summer Youth Employment Program**

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

Vice-Chairman Perez moved the approval to accept funds for the City of Miami Gardens Summer Youth Employment Program. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

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

Chairman Bridges moved the approval of FEC Meeting Minutes of August 17, 2017 and October 19, 2017; Motion seconded by Mr. Roberto Datorre; **Further Discussion(s):**

Vice-Chairman Perez requested a status on current contract negotiations with Employ Miami-Dade and Mr. Beasley provided updates.

Chairman Gibson asked whether the results of current delays have been resolved and Mr. Beasley stated that it’s currently in progress.

Vice-Chairman Perez also inquired about additional scholarships being offered by the State of Florida. Mr. Beasley provided an update. Vice-Chairman Perez additionally requested if the scholarships are transferable and Mr. Beasley responded, “Yes” and further explained they would be reassigned.

Chairman Bridges inquired about the reassignment process and Mr. Beasley further explained.

He additionally noted that Big Brothers Big Sisters would be the host for Take Stock in Children (TSIC).

**Motion Passed Unanimously**

**New Business (es):**

Mr. Beasley shared with the Council CSSF's current investments in the TechHire program at Big Brothers Big Sisters (where meetings had been held).

There being no further business to come before the Council, the meeting adjourned at 8:47am.



**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**DATE:** June 21, 2018 at 8:00AM

**AGENDA ITEM SUBJECT: MEETING MINUTES**

April 19, 2018 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> Beasley, Rick Garcia, Christine Perrin, Yian</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 8:20am and welcomed all those present. Quorum of members present had not been achieved.

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

Item deferred due to lack of quorum.

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

Chairman Gibson introduced the item and SFWIB Executive Director Rick Beasley announced Ms. Azor's recent promotion to Finance Assistant Director/Comp Controller. Mr. Beasley commended her work and length of years with CareerSource South Florida, currently a total of 13. He also announced that the assistant comp controller (in Ms. Azor's former position) will be advertised soon.

The members of the Council congratulated Ms. Azor on her promotion.

Ms. Azor later presented the following:

**Budget Adjustment:**

**Revenue:** No Revenue adjustments

**Expenses:**

Youth – Decreased by (\$4,250) due to a transfer to Training and Support Services for the same amount.

**Explanation of Significant Variances**

1. Training and Support Services 27% versus 67%
2. Other Programs and Contracts 2% versus 67%

Chairman Gibson inquired about pending projects and Ms. Azor provided details.

He also inquired about the amount of program funds that would potentially be carried over to the following year. She responded a total of three to four contracts that would be carried over to the following year due program kick off date. She gave an example of a contract with Miami-Dade County Public Schools Summer Youth Internship.

Chairman Gibson inquired about Future Bankers Contract which showed that it was pending DEO's approval and Ms. Azor provided details.

She continued with the review of variances and the continuation of new projects.

Chairman Gibson inquired about the total amount of pending projects that would potentially carryover.

Mr. Datorre inquired about the status of a contract with United Way of Miami-Dade. Mr. Beasley provided updates. Mr. Datorre inquired about the approval process and Mr. Beasley further explained. He additionally inquired about program timeline.

No further questions or discussions.

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

Chairman Gibson introduced the item and Ms. Azor further presented.

Chairman Gibson inquired about wire transfers.

No further questions or discussions.

**4. Information – Bank Reconciliation – February 2018 and March 2018**

Mr. Gibson introduced and Mr. Alonso further discussed.

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

Chairman Gibson introduced the item and Ms. Azor further presented.

Ms. Maxwell inquired about a prior issue where several providers did not include CSSF's logo in their business correspondences. Ms. Azor provided further details.

No further questions or discussions.

**6. Information – Preliminary In-State Allocations**

Chairman Bridges introduced the item and Mr. Beasley further presented.

Mr. Beasley briefly discussed potential referral and assessment services that could be provided via phone.

\$31.8 million in new funding.

No further questions or discussions.

**7. Recommendation as to Approval to Accept Additional National Emergency Grant Funds**

Chairman Gibson introduced the item and Ms. Azor further presented.

Mr. Datorre inquired about the details of the program and. Ms. Azor further explained.

No further questions or discussions.

**8. Recommendation as to Approval to De-obligate National Emergency Grant funds**

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

Ms. Maxwell asked whether if de-obligated funds could be deferred. Ms. Azor further explained.

Mr. Datorre requested additional details on the purpose for providing grant funds to the regions. Ms. Azor explained as well as Mr. Beasley.

He further asked whether if there wasn't any additional need for this particular service. Mr. Beasley further explained. Ms. Maxwell also explained the challenges in the Keys as well regarding the use of available grant funds.

Mr. Gibson inquired about the various businesses that are willing to provide housing for their employees. Mr. Beasley provided details on this new trend.

Mr. Beasley briefly explained that we can only contract with government agencies as contracting with businesses are restricted due to contract clauses.

Mr. Beasley explained the objective is about restoration.

There was continued discussion.

Ms. Maxwell shared with the Council regarding the challenges of hiring qualified individuals.

There was continued discussion related to marketing tools.

Chairman Gibson inquired about the next scheduled meeting and Mr. Beasley provided an update, as well as information on this year's summer youth program initiatives and leveraging resources in order to recruit more youth participants for the program.

**9. Recommendation as to Approval to Accept Wagner Peyser Cooperative Outreach Program Funds**

Chairman Gibson introduced the item and Ms. Azor further presented.

**Item recommended to the full board by consensus of the members present.**

**10. Recommendation as to Accept Additional Veteran Funds**

Chairman Gibson introduced the item and Ms. Azor further presented

Mr. Datorre inquired about purpose of additional funds. Mr. Beasley provide further details.

No further questions or discussions.

**Item moved to the full board by the consensus of the members present.**

**11. Recommendation as to Approval to Allocate Funds to Extend the National Emergency Grant Program**

Chairman Gibson introduced the item and Ms. Azor further presented.

Chairman Gibson inquired about the details of the processes for the NEG (National Emergency Grant Program). Mr. Beasley provided further details.

Chairman Gibson asked whether if there were any other municipalities within this region that requested partnerships. Mr. Beasley provided further details.

Ms. Maxwell gave a brief update on the current status of Federal Emergency Management Agency (FEMA).

**Item moved the full board by consensus of the members present.**

Mr. Scott shared his concern regarding his concern of U.S. funding.

There being no further business to come before the Council, the meeting adjourned  
At 9:16am



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**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 reports for the month of April 2018 is being presented for review by the Board members.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**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 April 2018 and May 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: 4/30/18  
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	3,162,502.33	
Less Checks/Vouchers Drawn	(4,658,942.47)	447
Plus Deposits		
Checks Voided	30,960.93	6
Deposits	1,666,592.76	41
Plus Other Items:	(15.94)	1
Unreconciled Items:		
<b>Ending Book Balance</b>	<u><u>201,097.61</u></u>	
Bank Balance	850,077.01	
Less Checks/Vouchers Outstanding	(648,979.40)	52
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<u><u>201,097.61</u></u>	
<b>Unreconciled difference</b>	<u><u>(0.00)</u></u>	

Prepared by:

Odell J. Ford Jr. 5/7/18  
Odell J. Ford Jr.  
Finance Administrator

Approved by:

Christine Azor 5/7/18  
Christine Azor  
Asst. Director, Finance

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

**Reconciliation Date: 5/31/18  
Cash Account: 1102 Cash -General Operating Account**

	<u>Amount (\$)</u>	<u>Number of Transactions</u>
Beginning Book Balance	201,097.61	
Less Checks/Vouchers Drawn	(4,177,562.10)	329
Plus Deposits		
Checks Voided	297,750.85	4
Deposits	5,784,935.76	72
Plus Other Items:	(52,074.62)	1
Unreconciled Items:		
<b>Ending Book Balance</b>	<u><u>2,054,147.50</u></u>	
Bank Balance	2,654,376.03	
Less Checks/Vouchers Outstanding	(600,228.53)	52
Other Items:		N/A
Plus Deposits In Transit		
Transfer to operating		N/A
Unreconciled Items:		N/A
<b>Reconciled Bank Balance</b>	<u><u>2,054,147.50</u></u>	
<b>Unreconciled difference</b>	<u><u>0.00</u></u>	

Prepared by: Odell J. Ford Jr. 6/7/18  
Odell J. Ford Jr.  
Finance Administrator

Approved by: Christine Azor 6/7/18  
Christine Azor  
Asst. Director, Finance



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**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 January 26, 2018 through May 31, 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 June 21, 2018**  
**Office of Continuous Improvement (OCI) Fiscal Unit**  
**Fiscal Monitoring Activity Report from January 26, 2018 to May 31, 2018**  
**Program Year 17-18**

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
<b>Transition, Inc.</b>				
Career Center - Ex-Offender Program - Contract Period from 7/1/17 to 10/31/17	\$ 162,000	\$ 484.16	Transition did not correctly calculate the percentage of total monthly direct wage and fringe benefit expenses by funding source, as indicated in the methodology described in its Cost Allocation Plan (CAP) dated 9/5/17.	No
			Transition did not comply with the Code of Federal Regulations, as indirect costs were not allocated amongst all funding sources based on the proportional benefit received. As a result, \$428.64 was disallowed.	Yes
			The Agency-Wide Budget provided to the monitors for review did not have documented evidence of approval by the Board of Directors, and it was not sufficiently detailed specifying the amounts and/or percentages allocated to the various funding sources. As a result, OCI was unable to determine if the projected annual salaries and expenditures shown on the approved CSSF's program and administrative budgets were paralleled to those in the approved Agency-Wide Budget.	Yes
			Sampled cancelled checks paid to participants enrolled in the Paid Work Experience (PWE) program and employed by Botánica Orishas Corporation, were found to have been endorsed by the President of the Company/Worksite Supervisor, Ms. Niubis García, instead of the participants.	No
			There was no documented evidence of prior approvals for business expenses, and approvals by a member of the Board of Directors for reimbursement of business expenses incurred by the Executive Director, not in compliance with Transition's existing Personnel Policies and Procedures, Section X – Compensation, Item E – Work Expenses.	No
			Adjustments shown on sampled bank reconciliations and adjusting entries posted to the general ledger were not properly documented, explained and/or approved by supervisory personnel.	No
			Sampled operational expenditures were recorded to incorrect general ledger accounts.	Yes
			Recordkeeping issues were noted during the review of sampled Accounts Payable Distribution/Cash Disbursements Forms; the forms were incomplete or not completed correctly, thus, defeating the purpose of the form. In addition, sampled original vendors' invoices were not stamped or identified as "paid", in order to prevent possible duplicate payments.	Yes
			Sampled local travel reimbursements were not adequately documented in compliance with Federal Regulations and the Florida Statutes and the executed contract. As a result, \$55.52 was disallowed.	No
			Payments for sampled operational expenditures were consistently remitted late to vendors.	No
			Transition's current Internal Control Policy, Revised 1/2016, Section C – Control over Checking Accounts, Item #1c did not allow a reasonable time for the staff to prepare monthly bank reconciliations.	No
			Transition did not comply with the Code of Federal Regulations as labor hours recorded on sampled Personnel Activity Reports (PARs) did not agree to the compensated hours shown on the payroll register.	Yes
			Numerous deficiencies and non-compliance issues in the personnel management area were noted on sampled employees' personnel files as follow:	No
			➤ Documented evidence of training related to the Health Insurance Portability and Accountability Act (HIPAA) was not in the files.	Yes
			➤ Documented evidence that employees were sufficiently trained for users of electronic recordkeeping systems, in the operation, care, and handling of the equipment, software, and media used in the system, was not in the files.	No
			➤ A personnel file did not include the Individual Non-Disclosure and Confidentiality Certification Form.	No
			➤ The existing Personnel Policies and Procedures included a section addressing Reporting Abuse, Neglect and Exploitation, but certain key information required by the executed contract was not included.	No
			The existing Internal Control Policy or the Credit Card Agreement did not indicate that credit cards should be returned to the agency at the end of employment, or at any time upon request.	No
<b>Youth Co-Op, Inc. (YCOP)</b>				
Career Centers - Contract Period from 7/1/18 to 6/30/19	\$ 6,066,191	\$ 160.00	Weaknesses in the internal controls related to payroll processes and recordkeeping were noted. There were numerous discrepancies between the information documented in the Personal Activity Reports (PARs), the Individual Time Card Report (ITCR), and the Payroll Registers reviewed.	Yes
In-School Youth (ISY) Contract Period from 7/1/18 to 6/30/19	\$ 880,909		YCOP was not in compliance with the Code of Federal Regulations and the executed CareerSource Center contracts regarding public announcements and advertisements, as business cards for CSSF Little Havana and Northside Career Centers funded staff did not include the One-Stop delivery system common identifier of "American Job Center" or "a proud partner of the American Job Center network". As a result, the amount of \$160.00 was disallowed.	Yes
Out of School Youth (OSY) Contract Period from 7/1/18 to 6/30/19	\$ 2,179,398	\$ -	An overdraft fee charged by the bank for \$36.00 was not properly recorded in the accounting system as unallowable costs, not in compliance with Federal Regulations.	No
Refugee Employment and Training (RET) - Contract Period from 10/1/17 to 9/30/18	\$ 2,611,268	\$ -	Two sampled staff from the Little Havana Career Center did not complete the Florida Certified Workforce Professional 1 (Tier 1) Certification within ninety (90) days from the date of hire.	No

**CareerSource South Florida (CSSF) Board of Directors Meeting June 21, 2018**  
**Office of Continuous Improvement (OCI) Fiscal Unit**  
**Fiscal Monitoring Activity Report from January 26, 2018 to May 31, 2018**  
**Program Year 17-18**

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
<b>Total Funded</b>	<b>\$ 11,737,766</b>	<b>\$ -</b>	There was no documented evidence on sampled RET personnel files, the staff received a copy of the Department of Children and Families (DCF) Mandatory Reporting Requirements Policy CFOP 180-4 and Risk Prevention Policy CFOP 215-6.	No
			YCOP did not submit to CSSF OCI Unit the Self-Assessment Questionnaire within thirty (30) days of contract execution.	No
			YCOP did submit or upload the Supervisory Quality Assurance Case Reviews to CSSF's Intranet by the tenth (10 <sup>th</sup> ) of each month, for the Homestead, Little Havana, Perrine and West Dade CareerSource Centers, as required.	Yes
			YCOP did submit or upload the October 2017 Staffing Roster/New Hire/Termination Reports to CSSF's Intranet by the tenth (10 <sup>th</sup> ) of the month, as required.	No
			YCOP did not submit or upload the Log of Apparent Violations – Migrant Seasonal Farm Workers (MSFW) to CSSF's Intranet by the tenth (10 <sup>th</sup> ) of each month, for the Perrine and West Dade CareerSource Centers, as well as the Veteran Quarterly Manager's Report by the fifth (5 <sup>th</sup> ) of the first month of each quarter for any of the CareerSource Centers, as required.	No
			YCOP did not submit timely the Capital Inventory Reports for the Refugee Program, Homestead, Little Havana and Perrine CareerSource Centers to CSSF's Facilities Unit, as required.	No
			CSSF and OCI would like to commend YCOP on doing a good job with the completeness and maintenance of documentation of RET clients' case files sampled, the validity and accuracy of referrals and the placements, as well as the information recorded on the RET Placement Forms, financial management, internal controls and documentation, and compliance with rules, regulations and stipulations of the executed RET contract, for the program year reviewed.	N/A
<b>City of Miami (COM)</b>				
Career Center (CC) Contract Period from 7/1/17 to 6/30/18	\$ 771,176	\$ -	COM requested reimbursement for an expenditure which had not been <u>incurred and paid</u> prior to the request for reimbursement of the EMD contract, not in compliance with requirements of the contract.	No
Employ Miami-Dade Initiative (EMD) from 11/1/16 to 6/30/17	\$ 150,000	\$ 658.75	COM did not provide adequate supporting documentation to OCI monitors to demonstrate sampled payables were reviewed and approved by COM's Finance Unit Supervisory Personnel prior to processing, for both contracts.	No
			Sampled payments were not remitted to vendors in a timely manner for both contracts.	Yes
			COM did not adhere to its current policy regarding stale dated checks. Sampled outstanding checks were not voided timely, after one (1) year of the check issuance date.	No
			COM was not in compliance with requirements of the executed contracts regarding Level 2 Background Screening Requirements, as there was no documented evidence sampled employees completed an Attestation form subject to perjury, declaring compliance with the qualification requirements for employment pursuant to Florida Statutes (F.S.) Chapter 435.	No
			A current annual evaluation for a sampled employee was not in the personnel file at the time of the review.	No
			COM did not adhere to contract reporting requirements; required reports were not submitted or uploaded to CSSF's Intranet database within the time frame stipulated in the executed contracts: Self-Assessment Tool, Cost Allocation Plan/Indirect Cost Rate, Supervisory Quality Assurance Case Reviews, Log of Apparent Violations, Monthly Training Reports, Staffing Roster, and Veterans Quarterly Manager's Report.	No
<b>Community Coalition (CC)</b>				
Out of School Youth (OSY) Contract Period from 7/1/17 to 6/30/18	\$ 719,897	\$ -	CC was not in compliance with requirements of the executed contracts regarding Level 2 Background Screening Requirement, as it did not submit the Affirmation/Acknowledgement forms by September 30, 2017 for the OSY contract, and by December 31, 2017 for the RET contract.	No
Refugee Employment and Training (RET) contract Period from 10/1/17 to 9/30/18	\$ 755,277	\$ -	CC did not submit the Self-Assessment Tool within thirty (30) days of contract execution.	No
			CC did not submit the Annual Employment and Training Administrations (ETA) Salary Cap Analysis Certification Form by March 1, 2018, as required by the OSY executed contract.	No
			Community Coalition failed to submit the New Enrollments Report (Industry Focus/ Career Pathways) for the period covering from 10/1/17 to 12/31/17 to CSSF Youth Department, as required by the executed OSY contract.	No
			Community Coalition failed to upload the RET Monthly Training Report to CSSF's Intranet by the 10 <sup>th</sup> of each month for November and October 2017, as required by the executed RET contract.	Yes
			CC failed to timely submit the American with Disabilities Act (ADA) Compliance Report to CSSF's Disability Services Coordinator, due on the 1 <sup>st</sup> of each month, as required by the RET executed contract.	Yes

**CareerSource South Florida (CSSF) Board of Directors Meeting June 21, 2018**  
**Office of Continuous Improvement (OCI) Fiscal Unit**  
**Fiscal Monitoring Activity Report from January 26, 2018 to May 31, 2018**  
**Program Year 17-18**

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
			The Payroll Account bank statements for December 2017 and January 2018, showed bank charges due to non-sufficient funds and overdraft interest charges.	Yes
			CC does not perform a formal monthly credit card reconciliation or formally document the allocation of expenditures to the various funding sources.	No
			A sampled cell phone expenditure included data overage charges, which are unallowable costs; the charges were not correctly recorded as such.	No
			A sampled payment was not remitted to a vendor in a timely manner.	Yes
			Recordkeeping issues were noted during the review of sampled expenditures, the payment authorization forms were not completed in their entirety; pertinent information was left blank thus, defeating the purpose of the form. Documentation of original signatures of authorized personnel was not documented; the forms were approved via a signature stamp.	No
			CSSF and OCI would like to commend CC on doing a good job with the completeness and maintenance of documentation of RET clients' case files sampled, the validity and accuracy of referrals and the placements, as well as the information recorded on the RET Placement Forms, financial management, internal controls and documentation, and compliance with rules, regulations and stipulations of the executed RET contract, for the program year reviewed.	N/A
<b>OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED</b>				
<b>Final Management Decision Letters Issued:</b> Arbor E & T, LLC., Lutheran Services of Florida, Inc., Transition, Inc. and Youth Co-Op, Inc.				
<b>PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED</b>				
Adults Mankind Organization, Inc. (2), Community Coalition, Inc. (Refugee files review), Florida Memorial University, The School Board of Miami-Dade County, Youth Co- Op, Inc. including Summer Youth Program, Cuban-American national Council, Inc. and Transition, Inc.				



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** FISCAL YEAR 2018 - 2019 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 2018-2019 Budget, as set forth below.

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

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

The attached "SFWIB Budget - 2018-19" 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. 2018-19 State Funding: The first section's group of columns reflects the new funding awards that the 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 2018-19 and the amounts that will be reserved for budget year 2019-20.
2. 2018-19 Program Budget: The second section is the funding amounts that comprise the 2018-19 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 2018-19 budget year. The amounts shown under the column "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 2018-19 budget year.
3. 2018-19 Cost Distributions: This section of the budget shows all the proposed expenditures for the 2018-19 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 the 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. The SFWIB leases all of the facilities from third parties; and pays directly for insurance, utilities, and other facility expenditures. The 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.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



**SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** ACCEPTANCE OF WORKFORCE FUNDS.

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$823,746 in Workforce Funding, as set forth below.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

**BACKGROUND:**

The Florida Department of Economic Opportunity (DEO) has released the following Notices of Funding Availability (NFA) to the South Florida Workforce Investment Board (SFWIB) receive and administer workforce services:

- Wagner-Peyser Pass-Through Funds - \$400,00
- Reemployment Services and Eligibility Assessment (RESA) Program Funds - \$18,169
- Supplemental Nutrition Assistance (SNAP) Program Funds - \$319,696
- Disabled Veterans Program Funds - \$55,033
- Local Veteran Program Funds - \$30,848

The purpose of the funds can range from covering fair share costs in the form of headquarter and facility expenditures, hiring veteran personnel and workforce services to job seekers..

**FUNDING:** Wagner Peyser, RESA, SNAP, Veteran Programs

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**AGENDA ITEM NUMBER:** 8

**AGENDA ITEM SUBJECT:** MIAMI-DADE COUNTY PUBLIC SCHOOL PRE-APPRENTICESHIP PROGRAM CAREER AND TECHNICAL TRAINING PROGRAM

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

**RECOMMENDATION:** SFWIB staff recommends to the the Finance Committee to recommend to the Board the approval to allocate \$15,000 in Workforce Innovation and Opportunity Act Youth funds to Miami-Ddae County Public Schools for the Pre-Apprenticeship Internship Program, as set forth below.

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

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

### **BACKGROUND:**

At its August 17, 2017, the South Florida Workforce Investment Board (SFWIB) approved the Miami-Dade County Public School Pre-Apprenticeship Program Career and Technical Training Program. The Miami-Dade County Public Schools (M-DCPS) Pre-Apprenticeship Program formed 12 Miami-Dade Youth Pre-Apprenticeship Career and Technical Training programs in four Miami-Dade County Public Schools: Coral Gables Senior High School, Miami Edison Senior High School, Miami Carol City Senior High School, and Homestead Senior High School.

This 23-month program currently has exposed ninety-nine (99) students to trades such as Bricklayer, Carpentry, Heating and Air Conditioning Installer Servicer, Drywall Finisher/ Painter, Electrician, Elevator Constructor, Insulation Worker, Operating Engineer, Pipefitter (Construction), Plumber, and Sheet Metal Worker. In an effort to increase student exposure to the 12 trades, CareerSource South Florida will provide a paid summer internship opportunity to the students who currently are participating in the program. The five week summer internship opportunity will begin June 25, 2018-July 27, 2018. Each participant will complete 150 hours at \$9.50 per hour.

In order for the students to receive the instructional program hours, a certified Miami-Dade County Public School teacher must supervise the programmatic and academic part of the Pre-Apprenticeship Program. The teachers will be responsible for supervising the students at their worksite and ensuring that the data elements of grades are put into the Miami-Dade County Public School system.. Miami-Dade County Public Schools will hire two certified teachers for seven (7) weeks, to start June 25, 2018 through August 10, 2018, at a salary of up to \$7,500.00 per teacher.

In following the procurement process of Miami-Dade County, Administrative Order No. 3-38, it is recommend that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of the SFWIB. A two-third (2/3) vote of quorum present is required to waive the competitive procurement process and award the Miami-Dade County Public Schools an allocation not to exceed \$15,000 in Workforce Innovation and Opportunity Act (WIOA) Youth funds to serve youth in the Pre-Apprenticeship Internship Program.

**FUNDING:** Workforce Innovation and Opportunity (WIOA) Youth Funds

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**AGENDA ITEM NUMBER:** 9

**AGENDA ITEM SUBJECT:** THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD TO PROVIDE EMPLOYMENT & TRAINING SERVICES

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

**RECOMMENDATION:** SFWIB staff recommend to the Finance and Efficiency Council to recommend to the Board the approval for the South Florida Workforce Investment Board staff to provide employment and training services as set forth below.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

The SFWIB has released two Request for Proposals (RFP) for Program Year 2017-2018 to solicit proposals from qualified organizations interested in, and capable of providing workforce services within Workforce Development Area (WDA) 23. The SFWIB did not receive any responses to the last RFP. On July 1, 2018, the SFWIB will be required to operate the following Career Centers locations: Carol City, Opa-Locka, Florida Keys, North Miami Beach, Miami Beach, Northside and South Miami.

The SFWIB staff will work with CareerSource Florida and Florida Department of Economic Opportunity (DEO) to submit the required documents for the board to be a direct provider of services.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**AGENDA ITEM NUMBER:** 10

**AGENDA ITEM SUBJECT:** APPROVAL TO ALLOCATE FUNDS FOR THE MIAMI DADE PRE-APPRENTICESHIP INTERNSHIP PROGRAM

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to allocate an amount not to exceed \$75,673 in Workforce Innovation and Opportunity Act (WIOA) Youth funds for the Miami Dade Pre-Apprenticeship Internship Program, as set forth below.

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

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

### **BACKGROUND:**

At its August 17, 2017, the South Florida Workforce Investment Board (SFWIB) approved the Miami-Dade County Public School Pre-Apprenticeship Program Career and Technical Training Program. The Miami-Dade County Public Schools (M-DCPS) Pre-Apprenticeship Program formed 12 Miami-Dade Youth Pre-Apprenticeship Career and Technical Training programs in four Miami-Dade County Public Schools: Coral Gables Senior High School, Miami Edison Senior High School, Miami Carol City Senior High School, and Homestead Senior High School. The 23-month program currently exposes 99 students to trades such as Bricklayer, Carpentry, Heating and Air Conditioning Installer Servicicer, Drywall Finisher/ Painter, Electrician, Elevator Constructor, Insulation Worker, Operating Engineer, Pipefitter (Construction), Plumber, and Sheet Metal Worker.

In an effort to increase student exposure to the 12 trades, CareerSource South Florida will provide a paid summer internship opportunity to the students who currently are participating in the program. The five week summer internship opportunity will begin June 25, 2018-July 27, 2018. Each participant will complete 150 hours at \$9.50 per hour.

Additionally, each student will open an account with the South Florida Educational Federal Credit Union or other financial institution prior to the start of the internship. Of the 99 students, only 48 have shown interest in participating in the Pre-Apprenticeship Internship Program.

The following Youth Service Providers will be responsible for administering the program, which includes payroll, recruitment, job placement, and work readiness training for up to 48 youth participants.

Provider	Amount	Number of Youth
Adults Mankind Organization, Inc.	\$26,801	17
Cuban American National Council	\$31,530	20
Youth Co-Op, Inc.	\$17,342	11

**FUNDING:** Workforce Innovation and Opportunity (WIOA) Youth

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**AGENDA ITEM NUMBER:** 11

**AGENDA ITEM SUBJECT:** APPROVAL TO ALLOCATE FUNDS FOR THE TECHHIRE INTERNSHIP PROGRAM

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to allocate an amount not to exceed \$54,382 in Temporary Assistance for Needy Families funds for the TechHire Internship Program, as set forth below.

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

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

### **BACKGROUND:**

On June 15, 2017, the South Florida Workforce Investment Board (SFWIB) approved the first CareerSource South Florida TechHire Summer Boot Camp program. The TechHire Summer Boot Camp initiative began on June 19, 2017, provided 465 youth ages 15-22 with skills training to become entry-level professionals in high demand Information Technology (IT) careers. Of the 465 enrolled, 306 completed the TechHire program and received \$300 and of the 306 participants who completed the program, 112 obtained a credential and received an additional \$200.

In an effort to increase youth exposure in the IT Industry and connect youth participants to both traditional and nontraditional educational resources, CareerSource South Florida will provide a paid summer internship opportunity to the youth who obtained a credential in the 2017 TechHire Summer Boot Camps Program. The eight week summer internship opportunity will begin June 18, 2018 through August 19, 2018. Each participant will complete up to 140 hours at \$9.00 per hour.

Additionally, each youth will open an account with the South Florida Educational Federal Credit Union and or any other financial institution prior to the start of the internship. Of the one hundred twelve (112) youth who obtained a credential last year, only 39 youth have shown interest in participating in the TechHire Internship Program.

The following Youth Service Providers will be responsible for administering the program, which includes eligibility, data entry, and the issuance of the youth wages via direct deposit up to 39 youth participants.

Provider	Amount	Number of Youth
Adults Mankind Organization, Inc.	\$16,733	12
Cuban American National Council	\$20,916	15
Youth Co-Op, Inc.	\$16,733	12

**FUNDING:** Temporary Assistance for Needy Families

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB FINANCE EFFICIENCY COUNCIL**

**DATE:** 6/21/2018

**AGENDA ITEM NUMBER:** 12

**AGENDA ITEM SUBJECT:** APPROVAL TO ALLOCATE FUNDS FOR THE CAREERSOURCE SOUTH FLORIDA'S TECHHIRE SUMMER BOOTCAMP STIPEND

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

**RECOMMENDATION:** SFWIB staff recommends to the Finance and Efficiency Council to the recommend to the Board the approval to allocate an amount not to exceed \$ 165,735 in Temporary Assistance for Needy Families (TANF) funds to issue TechHire Summer Bootcamp stipends to 261 youth who completes the program and/or receive a credential, as set forth below.

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

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

### **BACKGROUND:**

At the February 15, 2018, the SFWIB Board approved the CareerSource South Florida's TechHire Summer Boot Camp. The TechHire Summer Boot Camp initiative will began on June 18, 2018 exposing youth ages 15-22 with the skills to become entry-level professionals in high demand Information Technology (IT) careers.

During the six-week training session it will provide youth with the skills needed to become entry-level professionals in high demand Information Technology (IT) careers. The TechHire Summer Boot Camp program offers youth participants the fastest paths to these jobs, by providing them with the skills they will need.

The TechHire Summer Boot Camps will be held at 14 Miami- Dade County Public Schools and at the CareerSource South Florida TechHire Center at Big Brothers Big Sisters. The TechHire Summer Bootcamps have enhanced our future workforce in the IT Industry by connecting youth participants to both traditional and nontraditional educational resources. The mix of accelerated learning programs includes Gaming and Coding, Web Development, Comp TIA A+, Auto CAD, Web Applications, Cyber Security, and IC3 Global Standard 5, and Network Training Specialist an innovative channel for learning.

The following Youth Service Providers will be responsible for the programmatic and administrative component of the program and eligibility, data entry, and issuing the stipends to the youth in the TechHire Summer Boot Camps Program:

Provider	Amount	Number of Youth
Adults Mankind Organization, Inc.	\$48,260	76
Cuban American National Council	\$54,610	86
Youth Co-Op, Inc.	\$62,865	99

**FUNDING:** Temporary Assistance for Needy Families (TANF)

**PERFORMANCE:** N/A

*NO ATTACHMENT*