



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, APRIL 18, 2019
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 21, 2019
3. Information - Financial Report – February 2019
4. Information - Bank Reconciliation – February 2019 and March 2019
5. Information - Fiscal Monitoring Activity Report
6. Recommendation as to Approval to Accept State of Florida Department of Economic Opportunity Workforce Funding

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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."

2. Approval of Finance and Efficiency Council Meeting of October 18, 2018

SFWIB Chairman Andy Perez moved the approval of Finance and Efficiency Council Meeting Minutes. Motion seconded by Dr. John Wensveen; **Motion Passed Unanimously**

Motion Passed by Unanimous Consent

3. Information – Financial Report – December 2018

Chairman Gibson introduced the item and Finance Assistant Director Christine Azor further presented.

Chairman Gibson requested details on allocations that were transferred. Ms. Azor provided details.

Chairman Gibson asked whether if information regarding adjustments is details in the contracts. Ms. Azor responded, “Yes”.

She further presented the following:

Budget Adjustments:

- No budget adjustments

Expenses:

- Youth Services Decreased (\$7,025)

Explanation of Significant Variances

1. Adult Services – 27.2% versus 50%
2. Training and Support Services expenditures 16.9% versus 50%
3. Other Programs and Contracts 14.5% versus 50%

[Mr. Roberto Datorre arrived]

No further questions or discussions.

4. Information – Bank Reconciliation – December 2018 and January 2019

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

No further questions or discussions.

5. Information – Fiscal Monitoring Activity Report

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

No further questions or discussions.

6. Recommendation as to Approval of an Adjustment to the FY 2018-2019 Budget

Chairman Gibson introduced the item. Ms. Azor further presented and Mr. Beasley provided additional details.

Mr. Gibson verified the recommendation for approval and Ms. Azor provided details.

Mr. Roberto Datorre moved the approval of an Adjustment to the FY 2018-2019 Budget. Motion seconded by SFWIB Chairman Andy Perez; **Motion Passed Unanimously**

There being no further business to come before the Council, the meeting adjourned at 9:26am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/18/2019

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 2019 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/18/2019

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 reconciliation for the months of February 2019 and March 2019 is being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/18/2019

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.

In response to said request, SFWIB staff prepared the attached Internal Fiscal Monitoring Activity Report for Program Year 2018-2019, for the period of February 1, 2019 through March 29, 2019.

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 April 18, 2019
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from February 1, to March 29, 2019
Program Year 18-19

Contract Type	Contract Amount	Amount Disallowed	Findings/Deficiencies/Comments	Repeat Findings
CITY OF NORTH MIAMI				
Dislocated Worker Grant: FL – Disaster – 2017 Hurricane Irma	\$ 515,473	None	Documentation maintained in participant’s files was incomplete. Documentation related to eligibility and federal forms were not completed in their entirety. Sampled Temporary Employment Agreements, Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigrant Services Form I-9 (Form I-9), and The Department of Treasury and Internal Revenue Form W-4 (Form W-4) were missing signatures and relevant/required information.	No
11/20/17 to 10/30/18			Recordkeeping issues were identified; sampled participants’ timesheets were not always signed or dated by participants or supervisors for payroll periods reviewed covering from 12/6/17 to 6/16/18.	No
Total Funded	\$ 515,473			
OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED				
Final Management Decision Letters Issued: Lutheran Services Florida, Inc.				
PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED				
United Way of Miami Dade, Inc.				
REQUEST FOR PROPOSALS (RFPs)				
Refugees: Arbor E & T, LLC and Lutheran Services Florida, Inc.				
EMPLOYMENT AND TRAINING ADMINISTRATION SALARY AND BONUS CAP REVIEW				
Adults Mankind Organization, Inc., Arbor E & T, LLC, City of Miami, City of North Miami, Community Coalition, Inc. Cuban-American National Council, Inc., Miami Dade College and Youth Co-Op, Inc.				



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 4/18/2019

AGENDA ITEM NUMBER: 6

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

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$420,000 in Workforce Innovation and Opportunity Act Pathways to Prosperity 2019 – Technology Advancement for Women grant funds, as set forth below.

STRATEGIC GOAL: **IMPROVED DIGITAL LITERACY**

STRATEGIC PROJECT: **Close the Gap between Digital Literacy Skills**

BACKGROUND:

On March 19, 2019, the South Florida Workforce Investment Board (SFWIB) received a Notice of Fund Availability (NFA) from the Department of Economic Opportunity (DEO) in the State of Florida for Pathways to Prosperity 2019 - Technology Advancement for Women, for a total award of \$420,000 in Workforce Innovation and Opportunity Act (WIOA) program funds.

The purpose of the grant award is to provide technology training for 80 WIOA eligible Adult and Dislocated Workers.

Use of these grant funds must follow all applicable Federal and state laws, rules and regulations, and must be consistent with the program year 2017 Annual Funding Agreement between the United States Department of Labor and the DEO.

FUNDING: Workforce Innovation and Opportunity Act

PERFORMANCE: N/A

NO ATTACHMENT