AGENDA

1. Call to Order and Introductions

2. Approval of Finance and Efficiency Council Meeting Minutes
   A. October 17, 2019
   B. December 12, 2019


4. Information – Bank Reconciliation - December 2019 and January 2020

5. Information – Fiscal Monitoring Activity Reports

6. Recommendation as to Approval to Accept Workforce Innovation and Opportunity Administration (WIOA) State Level Funds

7. Recommendation as to Approval to Accept and Allocate Comcast Funds

8. Recommendation as to Approval to Accept Wagner-Peyser Funds and Revise PY2019-20 Budget
SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2E

DATE: February 20, 2020 at 8:00am

AGENDA ITEM SUBJECT: MEETING MINUTES
October 17, 2019, 2019 at 8:00am
Doubletree Miami Airport Hotel – Convention Center (2nd floor)
711 NW 72nd Avenue
Miami, FL 33126

<table>
<thead>
<tr>
<th>COMMITTEE MEMBERS IN ATTENDANCE</th>
<th>COMMITTEE MEMBERS NOT IN ATTENDANCE</th>
<th>OTHER ATTENDEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gibson, Charles A, Chairman</td>
<td>6. Adrover, Bernardo</td>
<td>SFW STAFF</td>
</tr>
<tr>
<td>2. Perez, Andy, Vice-Chairman</td>
<td>7. Bridges, Jeff</td>
<td>Beasley, Rick</td>
</tr>
<tr>
<td>3. Datorre, Roberto</td>
<td>8. Lampon, Brenda</td>
<td>Ford, Odel</td>
</tr>
<tr>
<td>4. Davis-Raiford, Lucia</td>
<td>9. Maxwell, Michelle</td>
<td>Gomez, Maria</td>
</tr>
<tr>
<td>5. Wensveen, John</td>
<td>10. Scott, Kenneth</td>
<td></td>
</tr>
</tbody>
</table>

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 8:15am. Quorum of members present had not been achieved.

2. **Approval of Finance and Efficiency Council Meeting of February 19, 2019, April 18, 2019, June 25, 2019 and September 5, 2019**
   Deferred due to lack of quorum

   Chairman Gibson introduced the item and Interim SFWIB Assistant Director of Finance Odell Ford further presented the following financial reports:

   [Mr. Roberto Datorre arrived]

   **Revenue**
   - Refugee Funded Programs Budget Revenue Increased

   **Expenses**
   - Budget Expenditures Increased by $4,000,000

   **Budget Variance Explanations**
   - Training and Support Services Expenditures were $209,659
   - Other Programs & Projects are 46.3% versus 17%

   Chairman Perez inquired about the status of recent referrals. SFWIB Executive Director Rick Beasley explained.

4. **Information – Bank Reconciliation – August 2019 and September 2019**
   Chairman Gibson introduced the item and Mr. Ford presented.
   No further questions or discussions.

5. **Information – Fiscal Monitoring Activity Reports**
   Chairman Gibson introduced the item. Mr. Ford further presented. Mr. Beasley additionally presented.
   Mr. Datorre inquired about the validation of review and Mr. Beasley further explained.
6. **Information – Department of Economic Opportunity Monitoring Report**
   Chairman Gibson introduced the item and Mr. Ford further presented.

   Chairman Perez inquired about the technical assistance section and Mr. Beasley explained.

   No further questions or discussions.

7. **Recommendation as to Approval to Accept and Allocate Department of Children and Families Refugee Employment and Training Program Funds**
   Chairman Gibson introduced the item and Mr. Beasley further presented.

   **The consensus of the members present move the item to the full board.**

There being no further business to come before the Council, the meeting adjourned at 8:40am.
SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2F

DATE: February 20, 2020 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES
December 12, 2019 at 8:00am
Doubletree Miami Airport Hotel – Convention Center (2nd floor)
711 NW 72nd Avenue
Miami, FL 33126

<table>
<thead>
<tr>
<th>COMMITTEE MEMBERS IN ATTENDANCE</th>
<th>COMMITTEE MEMBERS NOT IN ATTENDANCE</th>
<th>OTHER ATTENDEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gibson, Charles A, Chairman</td>
<td>4. Adrover, Bernardo</td>
<td>Mr. Brunson – Anthony Brunson, PA</td>
</tr>
<tr>
<td>2. Perez, Andy, Vice-Chairman</td>
<td>5. Bridges, Jeff</td>
<td>Robinson, Audrey – Anthony Brunson, PA</td>
</tr>
<tr>
<td>3. Lampon, Brenda</td>
<td>6. Datorre, Roberto</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Davis-Raiford, Lucia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8. Lampon, Brenda</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Maxwell, Michelle</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. Scott, Kenneth</td>
<td></td>
</tr>
</tbody>
</table>

SFW STAFF
Beasley, Rick
Ford, Odell

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 8:30am. Quorum of members present had not been achieved.

2. **Approval of Finance and Efficiency Council Meeting of February 19, 2019, April 18, 2019, June 25, 2019, September 5, 2019 and December 12, 2019**
   Deferred due to lack of quorum

   FEC Chairman Gibson presented the item and SFWIB Assistant Director Odell Ford presented the financial report with the following updates:
   - Youth Services - 14.5% versus the standard rate4 of 34%
   - Training and Support Services - $850,592
   - Other Programs & Projects – 64.6% versus the standard rate of 34%

   SFWIB Executive Director Rick Beasley further presented.

4. **Information – Bank Reconciliation – October 2019**
   FEC Chairman Gibson introduced the item and Mr. Ford further presented.

   SFWIB Executive Director Rick Beasley also presented.

   Beginning Book Balance - $3.6 million

   Less deposits$1.6 million

5. **Recommendation as to Approval to Accept Fiscal Year 2018-2019 Audit Reports**
   Chairman Gibson introduced the item. Mr. Ford further presented. Mr. Beasley additionally presented.

   Mr. Beasley asked that Mr. Ford to explain the process of cutting checks.

   Mr. Ford further explained. Mr. Beasley provided further details on pending check distribution for the City of Opa-locka.

   FEC Chairman Gibson asked how long the City of Opa-locka had not been able to cash the checks. Mr. Beasley responded one year.

   Mr. Ford continued with his review and presentation of book balances.

   FEC Vice-Chairman Perez shared his concern regarding one year of outstanding checks for the City of Opa-Locka.
Ms. Lampon inquired about the impact of current allocations for this fiscal year. Mr. Beasley further explained. Mr. Ford and Mr. Beasley both explained that all pending checks were voided and closed out.

There was continued discussion.

Representatives of Anthony Brunson, P.A. appeared before the Council and presented.

FEC Chairman Gibson inquired about the depression of buildings and Ms. Audrey Robinson further explained.

Chairman Gibson inquired about auditor recommendations to SFWIB and Mr. Brunson briefly explained.

Vice-Chairman Perez inquired about the breakeven points should cuts continue to accelerate. “What would happen when it gets to a point of having to downsize as a result of funding decrease?” The auditors responded.

There was continued discussion.

Mr. Beasley further explained programmatic and administrative costs.

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

Mr. Beasley inquired about timing reduction in assets and the auditors explained.

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

DATE: 2/20/2020

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 2019 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT
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 month of December 2019 and January 2020 is being presented to the Council for review.
South Florida Workforce Investment Board  
Reconcile Cash Accounts  

Reconciliation Date: 12/31/2019  
Cash Account: 1102 Cash - General Operating Account

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
<th>Number of Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Book Balance</td>
<td>3,248,838.23</td>
<td></td>
</tr>
<tr>
<td>Less Checks/Vouchers Drawn</td>
<td>(2,640,975.86)</td>
<td>149</td>
</tr>
<tr>
<td>Plus Deposits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checks Voided</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td>2,999,406.15</td>
<td>21</td>
</tr>
<tr>
<td>Plus Other Items:</td>
<td>(7.67)</td>
<td>1</td>
</tr>
<tr>
<td>Unreconciled Items:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Book Balance</strong></td>
<td></td>
<td><strong>3,607,260.85</strong></td>
</tr>
<tr>
<td>Bank Balance</td>
<td>4,304,768.04</td>
<td></td>
</tr>
<tr>
<td>Less Checks/Vouchers Outstanding</td>
<td>(697,507.19)</td>
<td>97</td>
</tr>
<tr>
<td>Other Items:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Plus Deposits In Transit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer to operating</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Unreconciled Items:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Reconciled Bank Balance</strong></td>
<td></td>
<td><strong>3,607,260.85</strong></td>
</tr>
<tr>
<td>Unreconciled Difference</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Prepared by: Rondricka L. Jeffries  
Accountant, Finance  
1/7/2020

Approved by: Odell J. Ford  
Finance Administrator  
7/7/2020
South Florida Workforce Investment Board  
Reconcile Cash Accounts  

Reconciliation Date: 1/31/2020  
Cash Account: 1102 Cash - General Operating Account  

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
<th>Number of Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Book Balance</td>
<td>3,607,260.85</td>
<td></td>
</tr>
<tr>
<td>Less Checks/Vouchers Drawn</td>
<td>(2,685,430.80)</td>
<td>292</td>
</tr>
<tr>
<td>Plus Deposits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checks Voided</td>
<td>37,000.00</td>
<td>1</td>
</tr>
<tr>
<td>Deposits</td>
<td>3,668,819.57</td>
<td>37</td>
</tr>
<tr>
<td>Plus Other Items:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Unreconciled Items:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Book Balance</strong></td>
<td><strong>4,627,649.62</strong></td>
<td></td>
</tr>
<tr>
<td>Bank Balance</td>
<td>5,273,911.31</td>
<td></td>
</tr>
<tr>
<td>Less Checks/Vouchers Outstanding</td>
<td>(646,261.69)</td>
<td>76</td>
</tr>
<tr>
<td>Other Items:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Plus Deposits In Transit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer to operating</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Unreconciled Items:</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Reconciled Bank Balance</strong></td>
<td><strong>4,627,649.62</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Unreconciled Difference</strong></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Prepared by: Rondricka L. Jeffers  
Accountant, Finance  

Approved by: Odell J. Ford  
Assistant Director, Finance  

Date: 2/11/2020
SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 02/20/2020

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 2019-2020, for the period of September 27, 2019 to January 31, 2020.

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
### Contract Type/ Contract Period

<table>
<thead>
<tr>
<th>Contract Type/Contract Period</th>
<th>Contract Amount</th>
<th>Amount Disallowed</th>
<th>Findings/Deficiencies/Comments</th>
<th>Repeat Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Centers (CC) - Hialeah Downtown 7/1/18 to 6/30/19</td>
<td>838,685</td>
<td>None</td>
<td>Sampled bank reconciliations were not signed and dated by the preparer and the reviewer.</td>
<td>No</td>
</tr>
<tr>
<td>CC - North Miami Beach 11/1/18 to 6/30/19</td>
<td>780,370</td>
<td>None</td>
<td>Sampled payments for operational expenditures were not remitted to vendors timely.</td>
<td>No</td>
</tr>
<tr>
<td>CC - Northside 11/1/18 to 6/30/19</td>
<td>796,362</td>
<td>None</td>
<td>Weaknesses in the internal controls related to payroll processes and recordkeeping were noted.</td>
<td>Yes</td>
</tr>
<tr>
<td>Refugee Employment and Training (RET) 4/1/19 to 9/30/19</td>
<td>329,073</td>
<td>None</td>
<td>Arbor did not adhere to contractual requirements, as sampled personnel files did not include required documentation at the time of the review; such as: signed Individual Non-Disclosure and Confidentiality Certification Form, Tier 1 certifications, proof of Health Insurance Portability Accountability Act (HIPAA) training, credentials, signed Affidavit of Good Moral Character, current performance evaluations, and signed job descriptions.</td>
<td>No</td>
</tr>
<tr>
<td><strong>Total Funded</strong></td>
<td><strong>$ 2,744,490</strong></td>
<td><strong>$ 10,228.69</strong></td>
<td><strong>$ 10,228.69</strong></td>
<td><strong>No</strong></td>
</tr>
</tbody>
</table>

#### BIG BROTHERS, BIG SISTERS OF MIAMI, INC. (BBBS)

- **Children Scholarship Program from 8/16/18 to 6/30/19**
  - Contract Amount: 250,000
  - Findings/Deficiencies/Comments: The percentage of space rental expenditures allocated to CSSF was erroneously calculated during the contract period; as a result, $10,228.69 was submitted for reimbursement and paid by CSSF. The amount was returned to CSSF.
  - Repeat Findings: No

- **Out of School Youth (OSY) from 7/1/19 to 6/30/20**
  - Contract Amount: 844,109
  - Findings/Deficiencies/Comments: BBBS did not comply with requirements of the executed contract and did not submit the Affirmation/Acknowledgement Form, QA Unit, the Supervisory Case Reviews by the 10th of the month, for the months of April and June 2019; not in compliance with requirements of the executed contract.
  - Repeat Findings: No

- **Refugee Employment and Training (RET) from 11/1/18 to 9/30/19**
  - Contract Amount: 522,041
  - Findings/Deficiencies/Comments: BBBS did not provide adequate evidence to demonstrate electronic records were backed up on a regular basis. BBBS did not submit to CSSF’s Quality Assurance (QA) Unit, the Supervisory Case Reviews by the 10th of the month, for the months of April and June 2019; not in compliance with requirements of the executed contract.
  - Repeat Findings: No

#### COMMUNITY COALITION, INC. (CC)

- **Refugee Employment and Training (RET) from 11/1/18 to 9/30/19**
  - Contract Amount: 522,041
  - Findings/Deficiencies/Comments: CC failed to record sampled placements in the Employ Miami-Dade (EMD)/ Employ Monroe (EM) database as required by the RET contract.
  - Repeat Findings: No

### Total Funded

- $ 1,366,150
## Fiscal Monitoring Activity Report from September 27, 2019 to January 31, 2020
### Program Year 19-20

<table>
<thead>
<tr>
<th>Contract Type/Contract Period</th>
<th>Contract Amount</th>
<th>Amount Disallowed</th>
<th>Findings/Deficiencies/Comments</th>
<th>Repeat Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Refugee Employment and Training (RET)</strong> from 10/1/17 to 3/31/19</td>
<td>2,963,291.00</td>
<td>419.55</td>
<td>Recordkeeping deficiencies were noted on sampled RET program clients' files, monthly placements recorded in the Refugee Services Data System (RSDS) were not reported into the Employ Miami-Dade (EMD)/Employ Monroe (EM) database; in addition, employment authorized clients were not registered into the EMD/EM database.</td>
<td>No</td>
</tr>
<tr>
<td>from 4/1/19 to 9/30/19</td>
<td>811,242.00</td>
<td></td>
<td>Sampled operational expenditures were incorrectly calculated and allocated to the CSSF program, which resulted in over allocations</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LSF did not properly identify, track and record allowable costs in the accounting system associated with late fees</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LSF did not obtain prior written approval from SFWIB to produce, publicize and distribute outreach materials (postcards) describing the RET program, for FY 18-19</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Expenditures reviewed for sampled months included a budget line item for computer software/licenses, which was not an approved budget line item.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Budgeted salaries presented and approved by CSSF for sampled employees included projected salary increases; however, as of the writing of the monitoring report, the salary increases had not yet being granted to employees.</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The plan for allocations related to printing, office, computer and cleaning supplies, described in the budget narratives were not being followed. The approved budget narratives indicated the allocations were to be based on Full-Time Employees (FTE's) however, the review of sampled operational expenditures showed the allocations were calculated and allocated based on square footage</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For PY 18-19, LSF did not upload to CSSF's Intranet the Department of Children and Families (DCF) Civil Rights Compliance Checklist within thirty (30) days of contract execution.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>For PY 18-19, the American with Disabilities Act (ADA) Compliance Report due to CSSF on the first of each month, was not uploaded to CSSF's Intranet timely.</td>
<td>No</td>
</tr>
<tr>
<td><strong>Total Funded</strong></td>
<td><strong>3,774,533.00</strong></td>
<td><strong>419.55</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED**


**PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED**

Arbor E&T, LLC., Big Brothers Big Sisters of Miami, Inc., Community Action Human Services Department (CAHSD), Lutheran Services Florida, Inc., United Way of Miami-Dade, Inc. Youth Co-Op, Inc.
SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/20/2020

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: ACCEPTANCE OF WIOA STATE LEVEL FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept $20,833 in Workforce Innovation and Opportunity Act State Level Funds, as set forth below.

STRATEGIC GOAL: STRONG WORKFORCE SYSTEM LEADERSHIP

STRATEGIC PROJECT: Emphasize work-based learning and training

BACKGROUND:

On January 9, 2020, the South Florida Workforce Investment Board (SFWIB) received a Noticed of Fund Availability from the Department of Economic Opportunity (DEO) of the State of Florida for a total award of $20,833 in Workforce Innovation and Opportunity Act (WIOA) State Level Funds.

The purpose of the award is to provide WIOA eligible participants with foundational skills training such as soft and employability skills. Eligible participants will be provided with reliability, time management, communication, leadership, and problem solving skills training.

FUNDING: WIOA Adult, Youth, and Dislocated Worker

PERFORMANCE: N/A

NO ATTACHMENT
SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/20/2020

AGENDA ITEM NUMBER: 7

AGENDA ITEM SUBJECT: ACCEPTANCE OF COMCAST FUNDS

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept $25,000 in Comcast Funds and allocate to the WOW Center, as set forth below.

STRATEGIC GOAL: STRONG WORKFORCE SYSTEM LEADERSHIP

STRATEGIC PROJECT: Close the digital skills gap

BACKGROUND:

CareerSource South Florida (CSSF) in partnership with the WOW Center submitted a proposal for the Internet Essentials Accelerator Grant through Comcast. A copy of the proposal is attached. The funds will provided to the WOW Center to purchase assistive technology equipment to empowers adults with developmental disabilities through cutting-edge programs.

The WOW Center is an organization committed to making Miami a more inclusive community by empowering adults with developmental disabilities to reach their potential and highest level based on their unique abilities. WOW is an Adult Day Training (ADT) center that currently supports and serves over 200 adults with developmental disabilities (autism, cerebral palsy, intellectual disabilities, Down syndrome, Prader-Willi syndrome, spina bifida) from Miami-Dade County. The participant age is 21 to 80 years of age. All of the adults whom attend WOW have experienced a drop in supports and opportunities once they have graduated from High School. For them, continuing supports into adulthood is crucial to their continued development and maintenance of quality of life.

The WOW Center empowers adults with developmental disabilities through cutting-edge programs such as; Music Therapy, Life & Work skills, Art Therapy, Supported Employment, Occupational Therapy, Sports and Fitness, and a STEM classroom. These programs strive to collaborate with community partnerships to fuel our mission of making Miami more inclusive. The adults that attend WOW have the same desires (and rights) to live significant, productive, lives as anyone else. Unfortunately, many misconceptions still exist about this population, making it difficult to exercise the skills they learn at places like WOW.
On December 23, 2019, CareerSource South Florida received a check from Comcast for a total award of $25,000. CSSF staff recommend the allocation of Comcast funds to the WOW Center.

**FUNDING:** Comcast (Unrestricted)

**PERFORMANCE:** N/A

*ATTACHMENT*
TO:  
Ms. Marta M. Casas-Celaya, APR  
Director, External Affairs  
COMCAST  
5915 Ponce de Leon Boulevard, Suites 63/64  
Coral Gables, FL 33146

FOR:  
Invoice for Internet Essentials Accelerator Grant

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CareerSource South Florida (CSSF) will partner with the WOW Center. The WOW Center is an organization committed to making Miami a more inclusive community by empowering adults with developmental disabilities to reach their potential and highest level based on their unique abilities. WOW is an Adult Day Training (ADT) center that currently supports and serves over 200 adults with developmental disabilities (autism, cerebral palsy, intellectual disabilities, Down syndrome, Prader-Willi syndrome, spina bifida) from Miami-Dade County. The participant age is 21 to 80 years of age. All of the adults whom attend WOW have experienced a drop in supports and opportunities once they have graduated from High School. For them, continuing supports into adulthood is crucial to their continued development and maintenance of quality of life. The WOW Center empowers adults with developmental disabilities through cutting-edge programs such as; Music Therapy, Life &amp; Work skills, Art Therapy, Supported Employment, Occupational Therapy, Sports and Fitness, and a STEM classroom. These programs strive to collaborate with community partnerships to fuel our mission of making Miami more inclusive. The adults that attend WOW have the same desires (and rights) to live significant, productive, lives as anyone else. Unfortunately, many misconceptions still exist about this population, making it difficult to exercise the skills they learn at places like WOW. The following are the current need for the WOW Center:</td>
<td>$25,000.00</td>
</tr>
</tbody>
</table>
| The Community Base Education Program and the Music Therapy Program will require the need for two Smart Boards. The WOW Center started installing smart boards in their classrooms but did not have enough funding for two classrooms. The Smart Boards have been a great addition to their classrooms because WOW staff are able to accommodate the different learning styles of their students. Additionally, because Smart Boards are interactive, the WOW students have hands on learning and are completely engaged.  
  o Smart Board - $6,400 (SMART Board 6075 Pro Interactive Display with iQ 75” LED display) x 2 = $12,800  
|  
| The WOW Center Technology/STEM classroom is requesting for 10 new laptops. The Technology/STEM classroom is utilized by 200 individuals who participate in all of the CSSF’s program areas. The attendees rotate to each class three times a week.  
  o Laptops for STEM classroom - $1,900 (Intel Core i7, 16 GB RAM, 512 GB HDD, NVIDIA Video Card 6 GB, 15.6” Anti-Glare Narrow Border Display 144Hz) x 10 = $19,000 |  
| TOTAL | $25,000.00 |

Make all checks payable to CareerSource South Florida  
7300 Corporate Center Drive, Suite 500  
Miami, Florida 33126
SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 2/20/2020

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: ACCEPTANCE OF WAGNER-PEYSER FUNDS AND BUDGET ADJUSTMENT

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB staff recommends to the Finance Efficiency Council to recommend to the Board to approve a budget increase adjustment of $857,916 in Pass Thru Wagner-Peyser Funds.

STRATEGIC GOAL: STRENGTHEN THE ONE-STOP DELIVERY SYSTEM

STRATEGIC PROJECT: Improve employment outcomes

BACKGROUND:

On June 25, 2019 the South Florida Workforce Investment Board (SFWIB) approved the fiscal year 2019-2020 budget which included Wagner-Peyser Pass Thru funds in the amount of $256,832. This amount was under budgeted since it did not include the total pass thru funding from the Department of Economic Opportunity (DEO).

For FY2019-20, CareerSource Florida allocated $3,828,623 in Wagner-Peyser funds to the Region. The allocated funding is utilized for the DEO State staff working within the Career Centers. The remainder the funds is used as Pass Thru dollars to cover facility cost (i.e., rent, equipment, utilities, etc.). A total of $1,101,004 is dedicated as Pass Thru funds.

On December 11, 2019, DEO issued a Notice of Fund Availability (NFA) that indicated SFWIB received $13,744 in additional Wagner-Peyser pass thru funding. The new total of Wagner-Peyser Pass Thru allocation is $1,114,748. The revised Pass Thru amount of $1,114,748 minus the $256,832 budgeted Pass Thru amount results in a request for approval to revise the budget to include the budget/allocated difference of $857,916.

The purpose of this award is to be used to facilitate meeting the goals and outcome measures of the Wagner Peyser program.

FUNDING: Wagner Peyser.

PERFORMANCE: N/A

NO ATTACHMENT