



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
FINANCE AND EFFICIENCY
COUNCIL MEETING
THURSDAY, September 9, 2021
9:00 A.M.**

Miami Dade College- Hialeah Campus,
Room 2301, Building 2, 3rd Floor
1780 West 49th Street
Hialeah, FL 33012

AGENDA

1. Call to Order and Introductions
2. Approval of Finance and Efficiency Council Meeting Minutes
 - A. June 17, 2021
3. Information - Financial Report – June 2021
4. Information - Bank Reconciliation - May 2021 and June 2021
5. Information – Fiscal Monitoring Activity Reports
6. Recommendation as to Approval to Accept and Allocate Workforce System Funding
7. Recommendation as to Approval to Accept Workforce Innovation and Opportunity Administration (WIOA) State Level Supplemental Funds
8. Recommendation as to Approval to Accept Miami Dade County Public Housing and Community Development Funds

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: September 9, 2021 at 9:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

June 17, 2021 at 8:00am

Miami Airport Hotel Convention Center, 2nd floor

711 NW 72nd Avenue Miami, Florida 33126

| COMMITTEE MEMBERS IN ATTENDANCE | COMMITTEE MEMBERS NOT IN ATTENDANCE | OTHER ATTENDEES |
|--|---|-----------------|
| <ol style="list-style-type: none"> 1. Gibson, Charles A, <i>Chairman</i> 2. Perez, Andy, <i>Vice-Chairman</i> 3. Bridges, Jeff 4. Datorre, Roberto 5. Glean-Jones, Camela 6. Lampon, Brenda 7. Maxwell, Michelle 8. Scott, Kenneth | <ol style="list-style-type: none"> 9. Adrover, Bernardo <p>SFW STAFF Beasley, Rick Bennett, Renee Petro, Basil</p> | |

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

FEC Chairman Gibson called the meeting to order and asked all those present introduce themselves. No quorum.

2. Approval of Finance and Efficiency Council Meeting Minutes

Deferred due to lack of quorum.

3. Information – Financial Report – April 2021

Chairman Gibson introduced the item and Comp Controller Bennett further presented the unaudited financial reports for the period of July 2020 to April 2021.

Chairman Gibson inquired questioned training and support services (set aside) funds that had not been expended. Ms. Bennett noted she would research and provided details at a later date.

Ms. Glean-Jones inquired about carryover funds. Ms. Bennett noted she would research and provided details. Mr. Gibson noted the funds possibly derived from headquarter funds. He additionally noted that some funds can be carryover.

Ms. Glean-Jones asked whether if funds can be reallocated on emergency purposes. SFWIB Executive Director Rick Beasley appeared before the Council and provided further details.

Mr. Beasley briefly introduced the new finance senior staff members that were in attendance and responded to all prior concerns.

Mr. Scott verified whether if all carried over funds could be reallocated. Mr. Beasley explained current restrictions.

[Mr. Roberto Datorre arrived]

There was continued discussions.

[Mr. Bridges arrived; **Quorum Achieved**]

2. Approval of Finance and Efficiency Council Meeting Minutes

Ms. Michelle Maxwell moved the approval of April 15, 2021 meeting minutes. Motion seconded by Mr. Kenneth Scott; **Motion Passed by Unanimous Consent**

4. Information – Bank Reconciliation – March 2021 and April 2021

Chairman Gibson introduce the item and Ms. Bennett further presented.

No further questions or discussions.

5. Information – Fiscal Monitoring Activity Reports

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

Mr. Bridges shared his concern regarding the out of school program. Mr. Beasley provided explained.

6. Recommendation as to Approval to Accept and Allocate Workforce System Funding

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

Mr. Roberto Datorre moved the approval to accept and allocate workforce system. Motion seconded by Mr. Kenneth Scott; **Motion Passed by Unanimous Consent**

7. Recommendation as to Approval of the 2021-2022 Budget

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

Mr. Jeff Bridges moved the approval of the 2021-2022 budget. Motion seconded Ms. Camela Glean-Jones; **Motion Passed by Unanimous Consent**

There being no further business to come before the Council, meeting adjourned at 9:09am.



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/9/2021

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 June 2021 is being presented for review by the Board members.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/9/2021

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 May 2021 and June 2021 are being presented to the Council for review.

FUNDING: N/A

PERFORMANCE: N/A

ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/9/2021

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 Years 2020-2021 and 2021-2022, for the period of June 1, 2021 to July 29, 2021.

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 August 19, 2021
Office of Continuous Improvement (OCI) Fiscal Unit
Fiscal Monitoring Activity Report from June 1, 2021 to July 29, 2021

| Contract Type | Contract Amount | Amount Disallowed | Findings/Deficiencies/Observations/Comments | Repeat Findings | |
|---|---------------------|-------------------|--|--|-----|
| Cuban American National Council, Inc. | | | | | |
| In - School Youth (ISY) 7/1/20 to | \$514,232 | None | * Sampled payments for operational expenditures were not remitted to vendors timely; this could possibly be an indication of cash flow constraints. | Yes | |
| Out - of - School Youth (OSY) 7/1/20 to 6/30/21 | \$811,870 | | * The Aged Accounts Payable Schedule as of 11/30/20 showed CNC had a total of \$51,785.31 of invoices outstanding of which \$13,094.13 were beyond ninety (90) days past due. This amount represents 25% of the total outstanding invoices. | Yes | |
| Refugee Employment and Training (RET) 10/1/20 to 9/30/21 | \$586,054 | | * CNC failed to submit accurate Financial Closeout Packages (FCOP) to South Florida Workforce Investment Board no later than thirty (30) days after the expiration of the contracts for Program Year (PY) 19-20. | No | |
| Total Funded | \$ 1,912,156 | | | | |
| Greater Miami Services Corp. (GMSC) | | | | | |
| Out - of - School Youth (OSY) 7/1/20 to 6/30/21 | \$674,517 | None | CSSF and OCI would like to commend GMSC on doing a good job with the completeness, and maintenance of documentation of financial management, internal controls, and compliance with the regulations and stipulations of the executed contract, for the program year reviewed. | N/A | |
| Total Funded | \$ 674,517 | | | | |
| The School Board of Miami-Dade County, Florida (M-DCPS) | | | | | |
| Summer Youth Internship Program (SYIP) 4/1/20 to 9/30/20 | \$1,500,000 | None | Observations: * Sampled participants' timesheets documented instances where students whose ages were between 16 and 17 years old, worked continuously, for more than four (4) hours without a thirty (30) minutes break, as required by the child labor laws, Florida Statute, Title XXXI Labor, Chapter 450 – Minority Labor Groups, 450.081 Hours of Work in Certain Occupations. During the program year 2019-2020, MDCPS implemented corrective actions to ascertain the participants and worksite supervisors became aware of the child labor regulations; as a result, the number of instances dropped significantly as compared to prior year monitoring. In addition, MDCPS acquired an automated timesheets system which would allow to track the data more accurately, produce reports, and maintain an adequate audit trails. * Sampled participants' timesheets did not document the students' identification numbers (ID) or indicated an incorrect ID. | No | |
| Total Funded | \$ 1,500,000 | | | | |
| Youth Co-Op, Inc. | | | | | |
| Refugee Employment and Training (RET) 10/1/20 to 9/30/21 | \$1,788,127 | \$1,850 | * Recordkeeping issues were noted during the review of the RET program client's case files. A monthly placement was not logged into the Employ Miami-Dade (EMD)/ Employ Monroe (EM) database as required by the executed contract; however, the client verbally corroborated the referral and the validity of the placement. This resulted in a disallowed cost of \$1,850.00 . A client's date of entry into the United States and the employment start date were erroneously recorded on the RET program Intake/Enrollment Form, on the Balance Scorecard report; the start date on the Placement Form did not agree with the employment start date recorded in the EMD/EM database. | No | |
| In - School Youth (ISY) 7/1/20 to 6/30/21 | \$795,820 | None | * YCOP utilized an incorrect cost distribution chart to calculate the percentages allocations to its funding streams. As a result, \$330.37 were over allocated; however, the amount was not disallowed or needed to be returned to CSSF, as the contract was still in effect during the monitoring. The amount was reallocated and properly recorded to the correct general ledger account. | No | |
| - Miami-Dade County | \$58,813 | | | | |
| Out - of - School Youth (OSY) 7/1/20 to 6/30/21 | \$2,163,388 | | | * The Cost Allocation Plan (CAP) and Indirect Cost Rate (ICR) Proposal were not submitted to CSSF's Finance Unit on time, as specified in the CareerSource South Florida's executed contract and CareerSource Florida's Administrative Policy Number 86. | Yes |
| - Miami-Dade County | \$185,256 | | | | |
| CareerSource Centers 7/1/20 to 6/30/21 | \$1,039,855 | None | * The Affirmation/Acknowledgement Form, associated with Lever 2 background screenings for all current and prospective staff were not submitted to CSSF's Quality Assurance Coordinator ten (10) business days prior to employment, volunteerism, or performance of any work for any CSSF-funded program as required by the executed contracts. | Yes | |
| - Homestead | \$986,929 | | | | |
| - Little Havana | \$1,198,982 | | | | |
| - Perrine | \$1,411,461 | | | | |
| City of Florida City Summer Youth Employment (SYE) 7/6/20 to 8/31/20 | \$150,000 | | | | |
| Total Funded | \$ 9,778,631 | | | | |
| OFFICE OF MANAGEMENT AND BUDGET (OMB) TITLE 2, US CODE OF FEDERAL REGULATIONS (CFR), PART 200 REVIEWED | | | | | |
| Community Action and Human Services Department (CAHSD) | | | | | |
| PLAN OF CORRECTIVE ACTIONS (POCAs) REVIEWED | | | | | |
| POCAs reviewed for PY'20-21 Annual Administrative Monitoring: Community Coalition, Inc., Cuban American National Council, Inc., and Youth Co-Op, Inc. | | | | | |
| POCA reviewed for PY'20-21 Refugee Clients' Case Files Monitoring: Arbor E&T, LLC. | | | | | |



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/9/2021

AGENDA ITEM NUMBER: 6

AGENDA ITEM SUBJECT: ACCEPTANCE OF ADDITIONAL WORKFORCE SYSTEM FUNDING

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept an additional \$1,283,175.58 in Workforce System Funding, as set forth below.

STRATEGIC GOAL: **IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

STRATEGIC PROJECT: **Improve employment outcomes**

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) received several Notice of Fund Availability (NFA) from the Department of Economic Opportunity (DEO) of the State of Florida. The following is a list of NFA for various workforce programs for Workforce Development Area 23 to operate employment and training services:

| Date Received | NFA # | Funding / Program | Initial Award | Award Increase | Total Award Amount |
|-----------------|--------|--------------------|-----------------|----------------|-------------------------|
| July 20, 2021 | 039414 | Welfare Transition | \$ 5,373,173.25 | \$ 465,700.58 | \$ 5,838,873.83 |
| August 4, 2021 | 039550 | Disabled Veterans | \$ 50,193.00 | \$ 4,747.00 | \$ 54,940.00 |
| August 4, 2021 | 039703 | Local Veterans | \$ 26,741.00 | \$ 4,101.00 | \$ 30,842.00 |
| July 22, 2021 | 040207 | Dislocated Worker | \$ 4,644,623.00 | \$ 711,059.00 | \$ 5,355,682.00 |
| August 11, 2021 | 039485 | SNAP | \$ 852,198.00 | \$ 97,568.00 | \$ 949,766.00 |
| TOTAL | | | | | \$ 12,230,103.83 |

FUNDING: Workforce System Funding

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/9/2021

AGENDA ITEM NUMBER: 7

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 to accept \$41,666 in WIOA State Level Funds, as set forth below.

STRATEGIC GOAL: **STRONG WORKFORCE SYSTEM LEADERSHIP**

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

BACKGROUND:

On July 20, 2021, the SFWIB received a Noticed of Fund Availability from the Department of Economic Opportunity (DEO) of the State of Florida for a total award of \$41,666 in Workforce Innovation and Opportunity Act (WIOA) State Level Funds.

The purpose of this award is to provide foundational skills training to WIOA eligible participants in soft and employability skills training in the following categories: reliability and time management, communication, leadership, and problem solving.

FUNDING: WIOA Adult, Youth and Dislocated Worker

PERFORMANCE: N/A

NO ATTACHMENT



SFWIB FINANCE EFFICIENCY COUNCIL

DATE: 9/9/2021

AGENDA ITEM NUMBER: 8

AGENDA ITEM SUBJECT: ACCEPTANCE OF MIAMI DADE COUNTY PUBLIC HOUSING AND COMMUNITY DEVELOPMENT FUNDS

AGENDA ITEM TYPE: **APPROVAL**

RECOMMENDATION: SFWIB staff recommends to the Finance and Efficiency Council to recommend to the Board the approval to accept \$1,457,597 in general revenue funds from Miami Dade County Public Housing and Community Development, as set forth below.

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

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

BACKGROUND:

The South Florida Workforce Investment Board (SFWIB) received a funding notification from Miami Dade County Public Housing & Community Development in the amount of \$1,282,597 for job training and \$175,000 for summer youth programs.

CSSF Staff recommends to the Finance and Efficiency Council to recommend to the Board to accept the funding award.

FUNDING: Miami Dade County Public Housing and Community Development

PERFORMANCE: N/A

NO ATTACHMENT