



# Brevard Workforce Development Board Inc.

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## *Memorandum*

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**To:** Bill Taylor (Chair), William Chivers, Al O'Connell

**cc:** Richard Meagher, Marci Brilley

**From:** Lisa Rice, Executive Director

**Date:** August 1, 2007

**Re:** Management Committee Meeting

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The **Management Committee Meeting** of Brevard Workforce Development Board will be held on **Wednesday, August 8, 2007 beginning at 4:00 PM at the Brevard Workforce Development Board Office**. An agenda packet is attached for your review prior to the meeting.

**Please confirm your planned attendance with Sheryl Cost at 394-0523 or [scost@job-link.net](mailto:scost@job-link.net)**

# Agenda

BREVARD WORKFORCE DEVELOPMENT BOARD  
Management Committee Meeting  
August 8, 2007  
4:00 P.M. – BWDB Boardroom

**Attendees:** Bill Taylor (Chair), William Chivers, Al O'Connell

## Agenda

Page No.

### *Call to Order*

### *Public Comment*

### *Action Items:*

- Approval of Management Committee Minutes for May 1, 2007 1-2

### *Discussion Items:*

- Banking Services 3

### *Information Items:*

- A. Financial Reports 4-8
- B. Vendor Payment Report 9
- C. Audit & Monitoring Activity Report 10

### *Adjourn*

### **Upcoming Meetings:**

#### August

- 7<sup>th</sup> Executive Committee – 4:00 PM – BWDB
- 8<sup>th</sup> Management Committee – 4:00 PM – BWDB
- 9<sup>th</sup> Business Workforce Committee – 8:30 AM – BWDB
- 14<sup>th</sup> Brevard Job Link Development Committee – 4:00 PM - BWDB
- 17<sup>th</sup> Board of Directors – 7:30 AM – BWDB

#### September

- 13<sup>th</sup> E<sup>3</sup> Committee – 8:30 AM - BWDB

#### October

- 4<sup>th</sup> Business Workforce Committee – 8:30 AM – BWDB
- 31<sup>st</sup> BWDB Retirement Account Trustees – 8:00 AM - BWDB
- 24<sup>th</sup> Community Involvement Committee – 4:00 PM – BWDB

#### November

- 6<sup>th</sup> Executive Committee – 4:00 PM – BWDB
- 13<sup>th</sup> Brevard Job Link Development Committee – 4:00 PM – BWDB
- 14<sup>th</sup> Management Committee – 4:00 PM – BWDB
- 16<sup>th</sup> Board of Directors – 7:30 AM – BWDB

Brevard Workforce Development Board  
Joint Executive/Management Committee Meeting  
May 1, 2007 – 4:00 PM

MINUTES

**Joint Committee Members Attending:** Bill Taylor (Management Chair), Marj Bartok, William Chivers, Doug Mead, Mike Menyhart, George Mikitarian (Acting Chair), Bill Sample, Tim Yandell (via teleconference)

**Joint Committee Members Absent:** Al O'Connell, Gail Schuneman, Stockton Whitten

**Board Members Present:** Teri Compton, Travis Proctor, Jack Rood, Colleen Rupp

**Staff Present:** Lisa Rice, Dianna Barnett, Sheryl Cost, Dawn Hamilton, Marci Brilley, Richard Meagher, Kevin Neighbor, Joan Van Scyoc, James Watson, Kristine Wolff

**Others Present:** Pete Kaiser – Brevard Job Link, Jeff Schiff – Economic Development Commission, Teresa Reynolds - NWPCOG, Peggy Herbertson and Paula Butcher - Pikes Peak Workforce Center, John Metcalf and Nina Babich – Corporation for a Skilled Workforce

**Call to Order:** George Mikitarian, Acting Chair, called the meeting to order at 4:00 PM

**Public Comment:** There was no public comment.

**Executive Committee Action Items:**

Approval of January 9, 2007 Executive Committee Meeting Minutes:

Motion to approve as written the Minutes of the January 9, 2007 Executive Committee meeting was made by Bill Taylor, seconded by Bill Sample and passed unanimously.

Election of Board Officers and Appointment of Committee Chairs:

Motion to approve the slate of Officers for Program Year 2007-2008 (listed below) for recommendation to the full Board of Directors was made by Bill Sample and seconded by Marj Bartok. There was no further discussion and motion passed unanimously:

Election of Officers -

Chair – Gail Schuneman, President – Palm Bay Community Hospital  
Vice Chair – George Mikitarian, President/CEO – Parrish Medical Center  
Treasurer – Bill Taylor, President – Community Bank of the South

While no action was necessary for the appointment of Committee Chairs, as the BWDB Bylaws provide for the BWDB Chair to appoint the chairs of the standing committees, the information was still reviewed.

Appointment of Committee Chairs -

Management Committee – Bill Taylor – Community Bank of the South  
E<sup>3</sup> Committee (f/k/a First Jobs/First Wages) – Mike Menyhart - Migrandy Corporation  
Community Involvement Committee (f/k/a Better Jobs/Better Wages) – Bill Sample – Space Gateway Support  
Business Workforce Committee (f/k/a High Skill/High Wages) – Tim Yandell - INETUSA  
Brevard Job Link Development Committee – Marj Bartok - Spherion Staffing

**Executive/Management Committee Action Items:**

Program Year 2007-2008 Budget:

Ms. Rice gave a detailed overview of anticipated funding sources for Program Year 2007-2008 and proposed allocations, confirming that these projections include major cuts in funding for its Federal workforce programs and State competitive grants. Discussion ensued regarding funding options and staff priority recommendations, including the possibility of the co-location of Brevard Job Link - Titusville and an in-house Business Services Unit operation.

Motion to present for full Board approval the recommendations of implementing Choice 1 (BJL – Titusville co-location), Choice 2 (In-house Business Services Unit) and including the High Priority Options in the budget as the proposed budget for PY 2007-2008, with the caveat that management will track funding, prioritize and implement the options only as funding is received was made by Doug Mead and seconded by Bill Sample. The motion was amended by Bill Taylor to move the second monitoring visit to Staff Priority High. There was no further discussion and motion passed unanimously.

**Management Committee Action Items:**

Approval of February 14, 2007 Management Committee Meeting Minutes:

Motion to approve as written the Minutes of the February 14, 2007 Management Committee meeting was made by Bill Taylor, seconded by William Chivers and passed unanimously.

**Management Committee Information Items:**

Financial Reports:

Ms. Rice reviewed current financial reports, including Fee for Service activities, for the period ending 3/31/07. Mr. Chivers requested that the year-end date of June 30 be included in future reports for reference purposes.

Mr. Taylor recommended further analysis of the banking proposals and the request for a waiver of penalties from the bank used for investments.

Vendor Payment Report:

Vendor payment reports from 1/1/07 – 3/31/07 were presented for review.

**Adjourn:**

There being no further business, the meeting was adjourned at 5:45 PM.

Respectfully Submitted,

Reviewed by,

**(Signature on File)**

\_\_\_\_\_  
Dianna Barnett

5/1/07  
Date

**(Signature on File)**

\_\_\_\_\_  
George Mikitarian

5/1/07  
Date

**(Signature on File)**

\_\_\_\_\_  
Bill Taylor

5/1/07  
Date



# Brevard Workforce Development Board Inc.

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## *Informational Brief*

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### **Banking Services**

August 8, 2007

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**Background** When BWDB received proposals for banking services earlier this year, several investment opportunities were offered for the public funds on deposit in our operating account. These included the business sweep service and the municipal (“Muni”) NOW account. In addition, several new banking services were proposed, including “Positive Payment” fraud detection services, ACH initiation for electronic funds transfers to vendors, and electronic report delivery.

**Current Status** At the Management Committee’s request, staff did further analysis of the proposed banking options for BWDB, and determined that the SunTrust “Muni” NOW account offered the most flexibility and the greatest return. The Municipal NOW account is an interest-bearing checking account designed specifically to meet the cash management needs of government and institutional clients. The account effectively functions as an around-the-clock cash manager. Municipal NOW account clients have full check accessibility while earning a current market rate of interest, indexed to the prior week average Federal Funds rate. The rate is updated by the Federal Reserve each week and is effective for client accounts on Wednesday. Clients may also check the weekly rate changes by viewing the Federal Reserve Bank Statistical Report H.15 on the web at <http://www.federalreserve.gov/releases/h15/current>. In addition, all funds on deposit in Municipal NOW accounts are fully collateralized in compliance with Florida Statue Chapter 280. This BWDB account conversion occurred at the beginning of our new fiscal year on July 1.

At the recommendation of our monitors, Taylor Lombardi Hall & Wydra PA, we are implementing a Positive Pay system with SunTrust. Positive Pay helps prevent check fraud by means of a digital confirmation of checks presented for payment. We have also added an electronic funds transfer module to our accounting system, enabling us to expedite payments using automatic vendor deposits. Finally, we are enrolling in electronic check imaging and reporting services to increase productivity by eliminating costly and time consuming storage and retrieval of paper.



# Brevard Workforce Development Board Inc.

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## *Informational Brief*

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### Financial Reports

August 8, 2007

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**Background** The three financial reports that follow this brief will provide the Management Committee with the status of BWDB funding, budgets, and expenditures for the fiscal period beginning on July 1, 2006 and ending on June 30, 2007.

**Report** **BWDB FINANCIAL REPORT (CHART 1)**

**Descriptions**

- Displays final expenditures for the prior year, the current approved budget figures, and a comparison of year-to-date budget figures and actual year-to-date expenditures. The percentage of each line-item budget that has been expended to date is displayed in the final column of the report.
- The report is summarized into five major categories: (1) BWDB staff salaries and benefits; (2) BWDB and Brevard Job Link (BJL) infrastructure; (3) operational support; (4) special grants and incentives; (5) BWDB service providers; and (6) direct customer costs.
- Funding that is retained by the Agency for Workforce Innovation (AWI) to pay personnel costs of State employees working in our BJL system is added to the BWDB annual budget to arrive at the total workforce budget for Brevard.
- Scholarship Unit customer Individual Training Account (ITA) activity is analyzed at the bottom of the report, including current budgets, obligations, expenses, and the % of each budget item that is obligated.

**BWDB FISCAL DASHBOARD INDICATORS (CHART 2)**

- Displays the quarterly cost per enrollment for each WIA program (cumulative expenditures divided by number of customers enrolled)
- Displays the quarterly cost per placement for each WIA program (cumulative expenditures divided by number of customers placed)
- Displays the quarterly calculations for required spending caps:
  - 1) Administration – limited to 10% of overall expenditures at year-end
  - 2) Customer Costs – minimum of 50% of expenditures at year-end

3) Youth Spending – minimum of 70% for out-of-school youth

**FEE FOR SERVICE ACTIVITIES (CHART 3)**

- Reports current balance of unrestricted funds available
- Displays revenue, expenses and the resulting profit or loss for each Fee For Service project in the current year (since July 1)
- Calculates each revenue and expense category as a percentage of total revenue earned for each revenue and expense category

## Quarterly Financial Report

For the Year Ended June 30, 2007

<b>Current Funding Level</b>	<b>8,178,200</b>
<b>Current Annual Budget</b>	<b>8,178,200</b>
<b>Unobligated Funds</b>	<b>0</b>

	FY 2006 Actual Expense	FY 2007 Approved Budget	FY 2007 Y-T-D Budget	FY 2007 Y-T-D Expense	Percent of Budget Expended
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### PERSONNEL

Payroll	845,950	888,400	888,400	865,745	97.4%
Benefits	258,955	345,200	345,200	269,390	78.0%
<b>Total Personnel</b>	<b>1,104,905</b>	<b>1,233,600</b>	<b>1,233,600</b>	<b>1,135,135</b>	<b>92.0%</b>

### INFRASTRUCTURE

BJL & BWDB Facilities *	1,063,203	862,900	862,900	1,131,785	131.2%
Operating Expenses	50,832	49,600	49,600	55,548	112.0%
<b>Total Infrastructure</b>	<b>1,114,035</b>	<b>912,500</b>	<b>912,500</b>	<b>1,187,333</b>	<b>130.1%</b>

### OPERATIONAL SUPPORT

Professional Services	230,409	279,500	279,500	215,559	77.1%
Operating Expenses	286,581	236,000	236,000	267,284	113.3%
<b>Total Operational Support</b>	<b>516,990</b>	<b>515,500</b>	<b>515,500</b>	<b>482,843</b>	<b>93.7%</b>

### GRANTS & INCENTIVES

	493,245	1,126,900	1,126,900	1,015,321	90.1%
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### TOTAL OPERATING BUDGET

	<b>3,229,175</b>	<b>3,788,500</b>	<b>3,788,500</b>	<b>3,820,632</b>	<b>100.8%</b>
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### SERVICE PROVIDERS

General Contractor (Kaiser Group)	1,032,793	979,700	979,700	921,706	94.1%
Targeted Services (Arbor)	1,062,129	842,700	842,700	842,700	100.0%
Business Services (Arbor)	474,342	626,000	626,000	527,785	84.3%
Youth Services (Crosswinds)	283,805	203,000	203,000	206,310	101.6%
Workforce Advisor (EDC)	25,000	25,000	25,000	25,000	100.0%
H1B Manufacturing (Florida MEP)	1,128,587	897,300	897,300	883,760	98.5%
<b>Total Service Providers</b>	<b>4,006,656</b>	<b>3,573,700</b>	<b>3,573,700</b>	<b>3,407,261</b>	<b>95.3%</b>

### CUSTOMERS \*\*

Training Activities	520,335	629,000	629,000	552,522	87.8%
Support Services	162,112	187,000	187,000	143,499	76.7%
<b>Total Customers</b>	<b>682,447</b>	<b>816,000</b>	<b>816,000</b>	<b>696,021</b>	<b>85.3%</b>

### TOTAL PROGRAM BUDGET

	<b>4,689,103</b>	<b>4,389,700</b>	<b>4,389,700</b>	<b>4,103,282</b>	<b>93.5%</b>
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### UNOBLIGATED FUNDS

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### TOTAL ANNUAL BUDGET

	<b>7,918,278</b>	<b>8,178,200</b>	<b>8,178,200</b>	<b>7,923,914</b>	<b>96.9%</b>
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### STATE-LEVEL FUNDING

	558,294	618,600	618,600	612,321	99.0%
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### TOTAL WORKFORCE BUDGET

	<b>8,476,572</b>	<b>8,796,800</b>	<b>8,796,800</b>	<b>8,536,235</b>	<b>97.0%</b>
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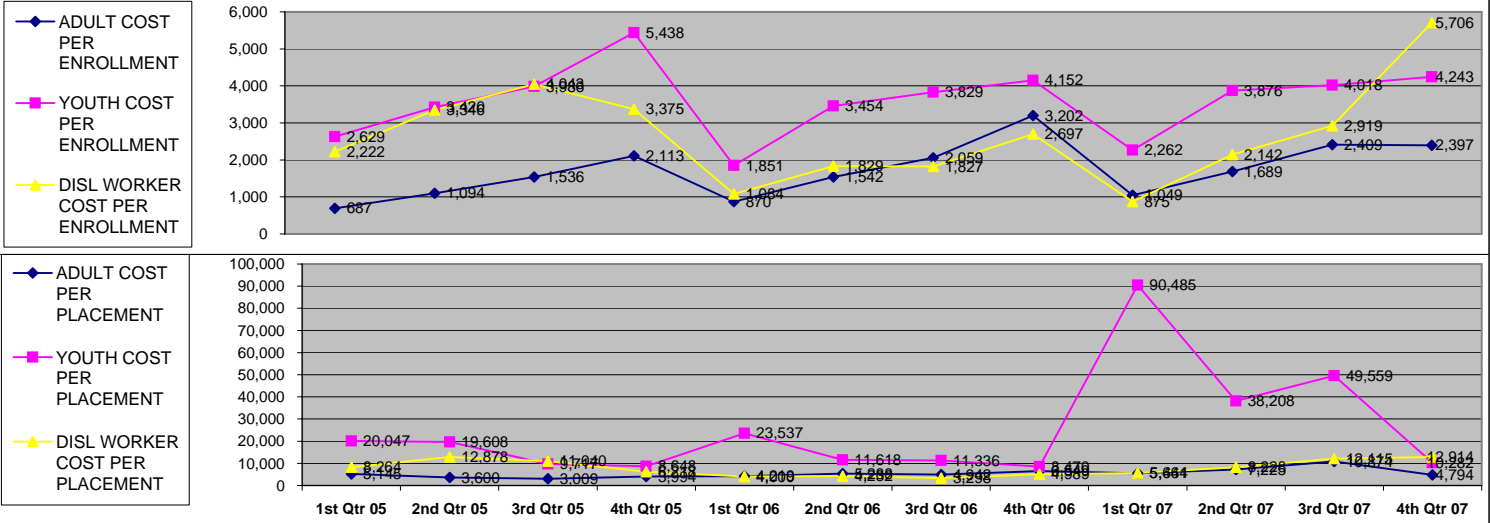
\* Includes the year-end purchase of a Mobile One-Stop Unit (not in the FY 2007 approved budget).

### \*\* CUSTOMER ITA ACTIVITY

	FY 2006 Actual Expense	FY 2007 Approved Budget	FY 2007 Current Obligations	FY 2007 Y-T-D Expense	% of ITA Funds Obligated
Unemployed Workers	291,677	290,200	249,227	301,462	85.9%
Underemployed Workers	204,960	213,100	263,704	251,336	123.7%
Employed Workers	132,828	212,900	80,640	78,524	37.9%
Incentives & Materials	52,982	99,800	72,190	64,699	72.3%
<b>Total Customer ITA Activity</b>	<b>682,447</b>	<b>816,000</b>	<b>665,761</b>	<b>696,021</b>	<b>81.6%</b>

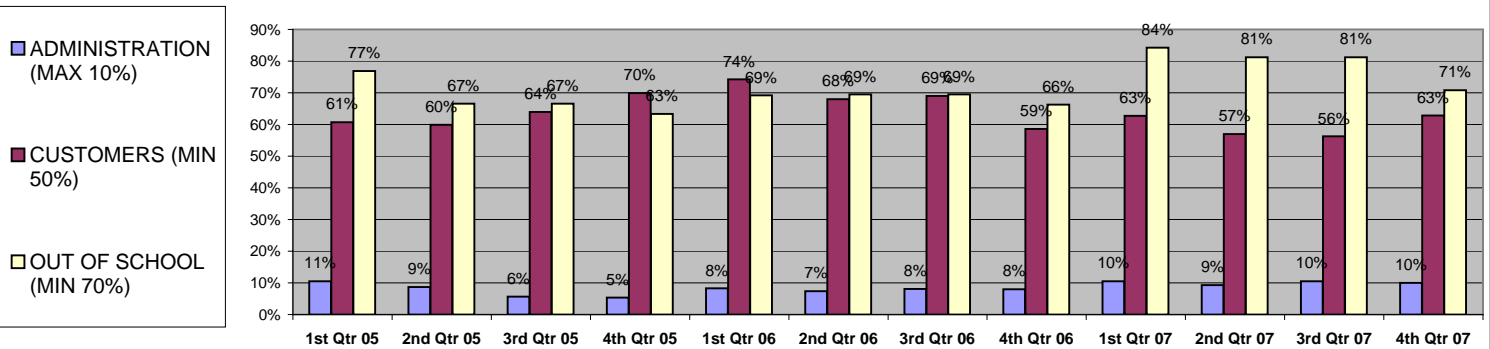
# BWDB FISCAL DASHBOARD INDICATORS - 6/30/07

## QUARTERLY RETURN ON INVESTMENT BY PROGRAM



Category	1st Qtr 05	2nd Qtr 05	3rd Qtr 05	4th Qtr 05	1st Qtr 06	2nd Qtr 06	3rd Qtr 06	4th Qtr 06	1st Qtr 07	2nd Qtr 07	3rd Qtr 07	4th Qtr 07
<b>ADULT SERVICES:</b>												
YTD INVESTMENTS	169,781	309,611	583,772	982,639	248,911	481,186	691,898	1,296,637	234,962	469,626	739,435	867,731
YTD ENROLLMENTS	247	283	380	465	286	312	336	405	224	278	307	362
YTD PLACEMENTS	33	86	194	246	59	91	140	198	43	65	68	181
<b>YOUTH SERVICES:</b>												
YTD INVESTMENTS	160,377	294,118	466,411	717,753	164,761	383,402	578,131	635,259	90,485	267,459	446,032	534,647
YTD ENROLLMENTS	61	86	117	132	89	111	151	153	40	69	111	126
YTD PLACEMENTS	8	15	48	83	7	33	51	75	1	7	9	52
<b>DISL WORKER SERVICES:</b>												
YTD INVESTMENTS	206,600	424,964	574,095	708,839	116,014	215,828	237,452	399,132	50,767	156,336	242,304	490,734
YTD ENROLLMENTS	93	127	142	210	107	118	130	148	58	73	83	86
YTD PLACEMENTS	25	33	52	114	29	51	72	80	9	19	20	38

## ANNUAL SPENDING CAPS BY QUARTER



Category	1st Qtr 05	2nd Qtr 05	3rd Qtr 05	4th Qtr 05	1st Qtr 06	2nd Qtr 06	3rd Qtr 06	4th Qtr 06	1st Qtr 07	2nd Qtr 07	3rd Qtr 07	4th Qtr 07
<b>PROGRAM SPENDING:</b>												
ADMINISTRATION (MAX 10%)	149,917	334,795	536,073	760,464	168,015	367,356	596,076	814,923	159,136	329,049	529,694	777,390
PROGRAM ACTIVITIES	1,275,342	3,517,982	8,933,103	13,487,892	1,870,509	4,644,425	6,777,367	9,349,622	1,359,834	3,211,159	4,524,287	6,991,326
<b>CUSTOMER SPENDING:</b>												
CUSTOMER COSTS (MIN 50%)	228,414	440,175	739,998	1,181,502	270,822	474,107	640,744	1,040,125	179,288	356,777	552,068	854,026
ALL OTHER COSTS	147,967	294,401	417,868	509,977	94,103	222,907	288,606	733,928	106,441	269,185	429,671	504,439
<b>YOUTH SPENDING:</b>												
IN-SCHOOL	37,105	98,293	155,857	262,834	50,825	117,116	176,592	175,297	14,278	45,682	75,369	140,966
OUT-OF-SCHOOL (MIN 70%)	123,272	195,825	310,553	454,918	113,936	266,286	401,539	344,094	76,207	197,192	325,242	341,746

Brevard Workforce Development Board, Inc.  
Current Fee For Service Activities through June 30, 2007\*

<b>Unrestricted Asset Balances:</b>	<b>Cash on Hand \$120,603</b>	<b>Certificates of Deposit \$59,486</b>	<b>Total \$180,089</b>
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	<i>Virtual Job Fair Project</i>		<i>Data Warehouse Training</i>		<i>Business Services Workshops</i>		<i>Microsoft Digital Literacy</i>		<i>Other Unrestricted Activities</i>		<b>TOTALS</b>	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
<b>Revenue</b>												
Charges For Services	\$ 23,863	34.2	\$ 2,900	100.0	\$ 10,090	100.0	\$ 110,000	100.0	\$ -	0.0	\$ 146,853	58.3
Website Licenses	46,000	65.8	-	0.0	-	0.0	-	0.0	-	0.0	46,000	18.3
Facility Rental Fees	-	0.0	-	0.0	-	0.0	-	0.0	1,600	2.7	1,600	0.6
Revenue from DWI	-	0.0	-	0.0	-	0.0	-	0.0	57,358	97.3	57,358	22.8
<b>Total Revenue</b>	<b>\$ 69,863</b>	<b>100.0</b>	<b>\$ 2,900</b>	<b>100.0</b>	<b>\$ 10,090</b>	<b>100.0</b>	<b>\$ 110,000</b>	<b>100.0</b>	<b>\$ 58,958</b>	<b>100.0</b>	<b>\$ 251,811</b>	<b>100.0</b>
<b>Expenses</b>												
Personnel	\$ 14,861	21.3	\$ 945	32.6	\$ 228	2.3	\$ 4,206	3.8	\$ -	0.0	20,240	8.0
Travel	3,687	5.3	-	0.0	-	0.0	92	0.1	-	0.0	3,779	1.5
Outreach	62,860	90.0	-	0.0	3,446	34.2	3,569	3.2	-	0.0	69,875	27.7
Software	5,012	7.2	-	0.0	-	0.0	450	0.4	-	0.0	5,462	2.2
Supplies	205	0.3	171	5.9	-	0.0	110	0.1	881	1.5	1,367	0.5
Equipment	927	1.3	-	0.0	-	0.0	-	0.0	-	0.0	927	0.4
Professional Services	7,924	11.3	-	0.0	2,500	24.8	56,646	51.5	6,821	11.6	73,891	29.3
<b>Total Expenses</b>	<b>\$ 95,476</b>	<b>136.7</b>	<b>\$ 1,116</b>	<b>38.5</b>	<b>\$ 6,174</b>	<b>61.2</b>	<b>\$ 65,073</b>	<b>59.2</b>	<b>\$ 7,702</b>	<b>13.1</b>	<b>\$ 175,541</b>	<b>69.7</b>
<b>Net Profit (Loss)</b>	<b>\$ (25,613)</b>	<b>-36.7</b>	<b>\$ 1,784</b>	<b>61.5</b>	<b>\$ 3,916</b>	<b>38.8</b>	<b>\$ 44,927</b>	<b>40.8</b>	<b>\$ 51,256</b>	<b>86.9</b>	<b>\$ 76,270</b>	<b>30.3</b>

\* Revenue and expenses for each project are reported from project inception to date.  
Revenue and expenses for Other Unrestricted Activities are for the current fiscal year.

**VENDOR PAYMENTS REPORTED FROM 4/1/07 - 6/30/07 (>\$1,500)**

<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
04/11/07	Gulfstream Digital Solutions	9,000.00	Digital copier for BJL Cocoa
04/11/07	Leadership Brevard	2,350.00	Project Search meeting facitation services
04/23/07	Office Depot	5,550.00	HP Touchsmart PCs for Disability Navigator (3)
04/24/07	Gulfstream Digital Solutions	1,918.00	Duplex network printer for BJL Cocoa
04/25/07	McBride Woodbridge Marketing	2,600.00	Enright Partners business services assessment
04/30/07	Empire Basics Consulting	2,394.00	Contract grant writer services
04/30/07	Interview USA	7,999.00	Interview USA 2007 software support
05/01/07	Gulfstream Digital Solutions	3,400.00	Scan & print systems for BJL Cocoa & Palm Bay
05/01/07	McBride Woodbridge Marketing	3,205.00	Virtual Job Fair updates, outreach kits & samples
05/01/07	Workforce Marketing Associates	2,700.00	WMA membership & Virtual Job Fair banner ad
05/04/07	Dell Marketing	7,957.00	Dell PowerEdge replacement server
05/08/07	Dell Marketing	1,514.00	Laptop Computer for Military Families Program
05/21/07	Taylor Lombardi Hall & Wydra PA	13,258.00	Financial & programmatic monitoring for BWDB
06/01/07	Artemis International Tech	3,375.00	Virtual Job Fair website changes & updates
06/01/07	Bright House Networks	5,515.00	Virtual Job Fair commercial spots
06/01/07	Clear Channel Radio Brevard	1,868.00	Virtual Job Fair radio spots
06/01/07	Corporation for a Skilled Workforce	3,000.00	Innovators annual membership fees
06/01/07	Florida Today/USA Today	1,575.00	Ad for Career Builder Job Fair
06/01/07	Microix	2,285.00	Annual software maintenance renewal
06/04/07	Interior Flooring Solutions	6,866.00	Carpet cleaning & maintenance at BJL & BWDB
06/20/07	Farber Specialty Vehicles	150,000.00	Initial payment for BJL mobile one-stop unit
06/25/07	Taylor Lombardi Hall & Wydra PA	8,640.00	Financial & programmatic monitoring for BWDB
06/26/07	Service Electric	6,704.00	Generator hookup & power/data receptacles
06/26/07	SunTrust Bankcard	3,490.00	Virtual Job Fair exhibitor space in Kansas City
06/26/07	Vertek OIS	2,494.00	Occubrowse software for Military Families Program
06/27/07	American Business Interiors	2,607.00	Executive Assistant workstation & lateral file
06/27/07	Marketing World Specialties	7,920.00	Promotional items for Military Families Program
06/27/07	Marketing World Specialties	9,078.00	Promotional items for Youth Scavenger Hunt
06/27/07	Vocational Research Institute	9,105.00	CareerScope licenses for Military Families Program
06/28/07	Graphic Press	3,918.00	Re-employment & job seeker brochures
06/28/07	The Gallup Organization	22,833.00	MBA/MA Executive Leadership Program
06/29/07	Dell Marketing	14,586.00	Computers for mobile one-stop unit (13)
06/30/07	Software Plus	1,655.00	Monitor/keyboard server rack replacement
06/30/07	Space Station Mini Storage	2,520.00	Annual offsite storage unit renewals
<b>TOTAL</b>		<b>333,879.00</b>	

**Wednesday, August 8, 2007  
Management Committee Report  
Audit and Monitoring Activity  
4th Quarter FY 2006-2007**

<b>AUDITOR MONITOR VISIT</b>	<b>DATE</b>	<b>REVIEW COVERED</b>	<b>COMMENTS</b>
Taylor Lombardi Hall & Wydra – Internal Audit	5/7/07 - 5/11/07	7/1/06 thru 4/30/07	<p>Report of monitoring and continuous improvement activities for BWDB and its service providers.</p> <p>During their visit the monitors reviewed a sample of operating disbursements and noted that one purchase was made prior to Executive Director approval, two price comparisons were missing, one grant allocation was not substantiated, and one unallowable late fee was paid.</p> <p>Upon reviewing a sample of payroll disbursements, the monitors noted two instances where time charges needed to be reclassified. They also identified one cost category correction on a report.</p> <p>The monitors recommended that staff develop an Accounting Policies and Procedures Manual. They made several observations and recommended some process improvements for the BWDB Cost Allocation Plan.</p> <p>During their visit the monitors reviewed a sample of weekly cash draws and bank reconciliations. They observed that two outstanding checks were more than five months old, and suggested a written policy be developed for investigating and handling old outstanding checks. They also recommended the implementation of a “positive pay” fraud detection service to enhance internal controls.</p> <p>The monitors observed that BWDB staff is doing an excellent job of tracking property and maintaining all required information in the inventory tracking system.</p> <p>The monitors reviewed Arbor case records and observed several documentation deficiencies. They noted that the contractor was doing an excellent job of completing customer follow-up activities.</p>

This is an executive summary of monitoring and auditing activities for this quarter. Full documentation of each activity is available upon request, and will be available for review at the Management Committee meeting.