

AUDIT COMMITTEE

AGENDA ITEM NUMBER: 2A

DATE: December 19, 2013, 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

October 17, 2013 at 8:00am
 Doubletree by Hilton Miami Airport
 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. Piedra, Obdulio, <i>Chairperson</i> 2. Gibson, Charles A., <i>ViceChairperson</i> 3. Bridges, Jeff 4. Montoya, Rolando 5. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 6. Adrover, Bernardo 7. Carpenter, Willie 8. Chi, Joe 9. Datorre, Roberto <p>SFW STAFF Beasley, Rick Alonso, Gustavo Garcia, Christine Quinones, Dulce</p>	<p>Lazarre, Gerri – Watson Rice, LLP</p> <p>Thompkins, Ronald – Watson Rice, LLP</p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Audit Committee Chairman Obdulio Piedra called the meeting to order at 8:30a.m., announced that a new member had been appointed to this committee. Dr. Rolando Montoya introduced himself, followed by the rest of the members. Mr. Piedra noted that a quorum had not been achieved.

4. Information – 2012-13 Financial Compliance Monitoring Report

Mr. Piedra introduced the item and SFWIB Assistant Director Gus Alonso further discussed and read the following three issues of non-compliance into record:

1. SFWIB did not have signed statements from the Executive Director, Assistant Director of Finance and Assistant Director of Administration for their monthly travel

allowances, showing the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement

2. SFWIB did not include all of the applicable contract provisions required by 29 CFR 97.36(i) for one of the selected monitoring samples.
3. SFWIB did not conduct sub-recipient monitoring in a manner consistent with the policy as stated in the administrative plan.

Mr. Piedra asked whether staff had implemented new procedures, to prevent these issues from recurring. Both SFWIB Executive Director Rick Beasley and Mr. Alonso explained. With regards to second issue, Mr. Piedra inquired about the contract language and Mr. Beasley explained. Dr. Montoya requested additional details regarding issue#2 and Mr. Beasley further explained. There was continued discussion regarding the second issue

Mr. Gibson had questions regarding the observations and Mr. Ronald Thompkins of Watson Rice, LLP and Mr. Alonso provided details. Mr. Bridges further recommended that updated policies and procedures be posted in the employee break rooms.

3. Information – Status of 2012-13 Fiscal Audit

Mr. Piedra inquired about the management's responses to the above issues and Mr. Alonso explained that the Auditors have reviewed and accepted the corrective action plans.

Mr. Piedra introduced Mr. Robert Thompkins, of Watson Rice, LLP, who appeared before the Committee and presented. At the end of his presentation, he noted that the review must go through the process of due diligence in November. Mr. Piedra commented that timeline is successfully coming along according to plan.

Mr. Piedra requested a follow-up of last year's recommendations. He moreover announced that SFW is in the process of converting its accounts payable system into an ACH, and wanted the auditors to review the policies and procedures, to ensure that SFW is in compliance with current standards.

5. Recommendation as to Approval to Proceed with the Project and Negotiate and Award the Auditing Services to Mc. Gladrey, LLP.

Mr. Piedra presented the item.

Ms. Zewadski-Bricker requested additional information and Mr. Piedra provided additional details.

The consensus of the members present recommended this item to the full Board for approval.

Deferred Item:

2. Approval of April 18, 2013 Meeting Minutes

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