



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES

DATE/TIME: December 16, 2021, 8:30AM
LOCATION: The Landing at MIA 5 Star Conference Center
 Key Biscayne Room
 7415 Corporate Center Drive, Suite H
 Miami, FL 33126
Zoom: https://us02web.zoom.us/j/6gqD4iGtB1r_9f6hT*TiLxAUPpsV9CH

1. CALL TO ORDER: 8:46AM

ROLL CALL: 9 members; 6 required; 4 present: Quorum established.

SFWIB FEC MEMBERS PRESENT	SFWIB FEC MEMBERS ABSENT	SFWIB STAFF
Gibson, Charles, Chair Perez, Andy, Vice-Chair (Zoom) Bridges, Jeff (Zoom) Glean-Jones, Camela (Zoom) Lampon, Brenda Scott, Kenneth	Adrover, Bernardo Datorre, Roberto Maxwell, Michelle SFWIB FEC MEMBERS EXCUSED	Beasley, Rick Bennett, Renee Petro, Basil ADMINISTRATION/IT Almonte, Ivan
OTHER ATTENDEES		
Robinson, Audrey – Anthony Brunson, P.A. Brunson, Anthony – Anthony Brunson, P.A.		

Agenda items are displayed in the order they were discussed.

2. Approval of Finance and Efficiency Council Meeting Minutes – September 9, 2021 and October 21, 2021

Mr. Kenneth Scott moved the approval of September 9, 2021 and October 21, 2021 meeting minutes. Motion seconded by Vice-Chairman Perez; **Motion Passed Unanimously**

(All in favor with no opposition)



3. Information - Financial Report – October 2021

Chairman Gibson introduced the item; Ms. Bennett presented unaudited financials for October 31, 2021.

A correction is required for Greater Miami Chamber of Commerce and will be reflected in November's financials.

There were no questions or further discussion.

4. Information - Bank Reconciliation - September 2021 and October 2021

Chairman Gibson introduced the item; Ms. Bennett continued the presentation to discuss bank reconciliation for September and October 2021.

There were no questions or further discussion.

5. Information – Fiscal Monitoring Activity Reports

Chairman Gibson introduced the item; Ms. Bennett further presented

Two service providers were monitored by OCI:

- Black Economic Development Coalition – several findings, namely:
 - 1) Issues with contractual requirements (self-assessment questionnaire outstanding)
 - 2) Outstanding documentation (financial statements and payroll records)
 - 3) Policies and procedures did not provide information protections for employees under the Whistleblower Act.
 - 4) Did not adhere to the terms printed on their checks; several outstanding for more than 90 days.
 - 5) Questions around financial statements submitted to OCI; financial statements do not tie to their 990. They are working with their CPA to submit corrected financial statements and will be submitting a plan of corrective action.
- Miami-Dade Chamber of Commerce – self-assessment questionnaire outstanding.
- There were no disallowances for either organization.

Mr. Beasley shared that the fiscal monitoring reports are presented to the Board to ensure transparency and provide awareness of evaluations conducted on service providers.



No further questions or commentary.

6. Information – Grantee/Sub-Grantee Agreement Matrix

Chairman Gibson introduced the item; Mr. Beasley further presented.

DEO has now required workforce boards across the state of Florida to enter into an into a Grantee/Sub-Grantee Agreement. CSSF staff has placed requirements inside of a matrix to ensure compliance. Each unit has reviewed the sections and identified areas of compliance vs. areas that require improvement or clarification from DEO. Mr. Beasley is sharing the information with the board to ensure transparency.

CSSF staff will review the matrix annually to ensure compliance.

No questions or commentary presented.

7. Recommendation as to Approval to Accept Fiscal Year 2020-2021 Audit Reports

Chairman Gibson introduced the item; Mr. Beasley explained the item and introduced the auditing agency, Anthony Brunson, P.A., for further presentation.

The final draft of the audit report is presented to the Finance and Efficiency Council for review. A detailed/full PowerPoint presentation will be reviewed during the SFWIB meeting.

Chairman Gibson asked for clarification on deferred inflows of resources; does that refer to programs that we have committed to pay?

Mr. Brunson explained that deferred inflow of resources equates to monies received from DEO to run programs that have not yet been earned.

Chairman Gibson asked if there is an expiration period for compensated absences.

Mr. Beasley explained that compensated absences are a potential liability we incur because we are County employees. Miami-Dade County has increased the ability for staff to carry over 750 hours for annual and 1,000 hours for sick time (based on the employee specifics around years of service and position).



Mr. Brunson further added that we would need to adjust the amount listed in the reports due to the recent change in County policy.

Chairman Gibson asked for about the projected reduction in costs listed under Note 10 – Lease Commitments.

Mr. Beasley explained that all CSSF leases carry an out clause that have been implemented as a safeguard, if we should experience a reduction of funding. CSSF is currently evaluating our centers, and associated leases, to consolidate and/or find locations that can be provided free or at a significantly reduced rate.

In the coming months, the Northside facility will be transitioning to Flora Heights where costs have been decreased. By CSSF partnering with Miami-Dade College, we have expanded by eight (8) locations at minimal expense.

No further questions or concerns presented.

Mr. Kenneth Scott moved the approval to recommend to the Board Fiscal Year 2020-2021 Audit Reports; Ms. Brenda Lampon seconded; Motion Passed by Unanimous Consent

8. Recommendation as to Approval to Release a Request for Qualification (RFQ) for Fiscal Years 2022-2024 External Auditing Services

Chairman Gibson introduced the item; Mr. Beasley further presented.

Staff seeks Council approval to recommend to the Board authorization to release an RFP for auditing services. We are initiating this process now to ensure selected auditors can begin on July 1, 2022.

No further questions or concerns presented.

Mr. Kenneth Scott moved the approval to accept approval to recommend to the Board the release of a Request for Qualification (RFQ) for FY2022-2024 External Auditing Services; Ms. Brenda Lampon seconded; Motion Passed by Unanimous Consent



9. Recommendation as to Approval to Accept Workforce System Funding

Chairman Gibson introduced the item; Mr. Beasley further presented.

Staff requests that Council recommend to the Board to approve the acceptance of additional funding in the amount of \$21,000 for veterans services.

Mr. Kenneth Scott moved the approval to accept approval to recommend to the Board the acceptance of additional Workforce System Funding; Ms. Brenda Lampon seconded; Motion Passed by Unanimous Consent

There being no further business to come before the Council, meeting adjourned.