



**SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES**

**DATE/TIME:** October 20, 2022, 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/meeting/register/tZwod-6gqD4iGtB1r\\_9f6hTTiLxAUPpsV9CH](https://us02web.zoom.us/meeting/register/tZwod-6gqD4iGtB1r_9f6hTTiLxAUPpsV9CH)

- 1. CALL TO ORDER:** Vice-Chairman Roth called to order the regular meeting of the Finance and Efficiency Council at 8:42AM on October 20, 2022.

**ROLL CALL:** 10 members; 6 required; 6 present: Quorum

<b>SFWIB FEC MEMBERS PRESENT</b>	<b>SFWIB FEC MEMBERS ABSENT</b>	<b>SFWIB STAFF</b>
Datorre, Roberto Glean-Jones, Camela (Zoom) Lampon, Brenda Perez, Andy Roth, Thomas, Vice-Chair Maxwell, Michelle	Adrover, Bernardo Bridges, Jeff Gibson, Charles Scott, Kenneth  <b>SFWIB FEC MEMBERS EXCUSED</b>	Bennett, Renee Petro, Basil  <b>ADMINISTRATION/IT</b> Almonte, Ivan Francis, Anderson
<b>OTHER ATTENDEES</b>		

Agenda items are displayed in the order they were discussed.

**2A. Approval of Finance and Efficiency Council Meeting Minutes – August 18, 2022**

**Motion** by Ms. Glean-Jones to approve the Finance and Efficiency Council meeting minutes from August 18, 2022.

Mr. Datorre seconded the motion; **item is passed without dissent.**

Vice Chairman Roth noted a title inconsistency in the minutes. The minutes are approved with an update to reflect “Vice-Chairman” Roth throughout the document.

In addition, Vice-Chairman Roth asked for an OCI update to the questions presented during the August 18, 2022 Finance Committee meeting. Ms. Bennett provided an update regarding the cost distribution finding for Arbor E&T.

### **3. Information - Financial Report – June 2022**

Vice-Chairman Roth introduced the item; Ms. Bennett presented unaudited financials the month of August 2022.

#### **Budget Variances**

Ms. Bennett advised that we are currently following the historical trend for the period. Budget variances include:

- Headquarter costs are running at 9.6%
- Youth Services are at 7.3%
- Other Programs & Projects expenditures are at 8.3%
- Facilities expenditures are at 10%

Mr. Roth asked if there are any additional comments regarding the financials, although he noted that it is rather early in the program year. Ms. Bennett advised that some of the service providers have not yet provided their August invoices, as such; there is a bit of a delay – which is typical for this time of the program year.

There were no questions or further discussion. Item closed.

### **4. Information - Bank Reconciliation – August and September 2022**

Vice-Chairman Roth introduced the item; Ms. Bennett continued the presentation to discuss the bank reconciliation for August and September 2022.

There were no questions or further discussion. Item closed.

### **5. Information – Activity Report – Fiscal Monitoring Activity Reports**

Vice-Chairman Roth introduced the item; Ms. Bennett further presented the OCI Fiscal Monitoring Activity Report for the period of August 1, 2022 through September 30, 2022.

Ms. Bennett briefly explained the OCI Fiscal Monitoring process and the three (3) determinations that may come about as a result, namely:

1. Observations – OCI staff provides recommendations for better business practices and/or non-compliance with specific contractual requirements that should be corrected and may result in a finding if not changed.
2. Findings – A violation of the contract and/or state/federal regulations. A Plan of Corrective Action (POCA), designed to address deficiencies and issues identified during the monitoring process, is required in writing. OCI staff will follow up on the POCA during the following year's fiscal monitoring.
3. Disallowance – A return of funds.

The following organizations were included in the fiscal monitoring report: Big Brothers Big Sisters of Miami (BBBS), Florida State Minority Supplier Development Council (FSMDC), and the College of the Florida Keys (CFK).

- **Big Brothers Big Sisters of Miami, Inc. (BBBS):** No findings; received commendation for maintaining adequate supporting documentation and internal controls in alignment with the executed contract for the program year reviewed.

**Important note:** PY 2021-2022 was the first contract executed between CSSF and CFK and FSMDC; all deficiencies identified were discussed with the contractors to ensure compliance with future contracts.

- **Florida State Minority Supplier Development Council (FSMDC):** Four (4) observations were presented.
- **The College of the Florida Keys (CFK):** Three (3) observations were presented.

All findings are available for review in the October 20, 2022 SFWIB Finance and Efficiency Council meeting agenda.

Ms. Maxwell inquired about the finding for the College of the Florida – it seems this is their first year being in contract with CSSF. Ms. Bennett confirmed that OCI made note of PY 2021-2022 being the first in the report.

Vice-Chairman Roth asked if the observations were complete and if any further action would be required. Ms. Bennett advised that both organizations received training on the areas that require improvement. OCI staff will follow up to ensure changes were implemented during the following year's fiscal monitoring.



## 6. Approval of the Acceptance of Additional Workforce System Funding

Vice-Chairman Roth introduced the item; Ms. Bennett further presented.

**Motion** by Mr. Datorre to approve the additional workforce system funding.  
Mr. Perez seconded the motion; **item is passed without dissent.**

## 7. Approval – 2022-23 Internal Control Questionnaire and Assessment

The Internal Control Questionnaire and Assessment (ICQ) was developed by the Department of Economic Opportunity (DEO), Bureau of Financial Monitoring and Accountability, as a self-assessment tool to help evaluate whether a system of sound internal control exists within the Local Workforce Development Board (LWDB).

Mr. Roth inquired about the history of the document and why approval is required. Mr. Bennett advised that the questionnaire is a self-assessment submitted to verify that CSSF staff has implemented internal controls to ensure compliance with local, state, and federal regulations. It is reviewed and signed by the Executive Director and SFIWB chairman annually.

**Motion** by Mr. Datorre to approve the additional workforce system funding.  
Mr. Perez seconded the motion; **item is passed without dissent.**

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