



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES

DATE/TIME: April 20, 2023, 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/join/zoom-join?pwd=Zm9udD4iGtB1r9f6hTtLxAPpsV9CH>

1. **CALL TO ORDER:** Chairman Roth called to order the regular meeting of the Finance and Efficiency Council at 8:46AM on April 20, 2023.

ROLL CALL: 10 members; 6 required; 8 present: Quorum

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

Agenda items are displayed in the order they were discussed.

2A. Approval of Finance and Efficiency Council Meeting Minutes – February 16, 2023

Motion by Mr. Scott to approve the February 16, 2023 Finance and Efficiency Council Meeting minutes.

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

No further comments or suggestions were submitted from the members. Item closed.

3. Information - Financial Report

Minutes Prepared by: Ebony Morgan
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Approval date: 06/15/2023
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Chairman Roth introduced the item; Ms. Bennett presented unaudited financials from July 1, 2022 through February 28, 2023.

Budget Variances

Ms. Bennett reported that expenses were below budget across the board, a result of enrollment challenges statewide and vacant positions at our Career Centers. We continue to practice fiscal restraint. Budget variances include:

- Headquarters – 52.4%
- Adult Services – 40.4%
- Youth Services - 49%
- Facilities - 50.8%
- Other Programs & Projects – 26.7%

Ms. Bennett explained that the facilities budget is operating a bit higher than last year, primarily due to costs associated with Floral Heights location renovations.

Chairman Roth inquired as to when the lease at headquarters expires. Ms. Bennett stated that she did not have this information on hand, but that she would investigate and provide an update following the Board meetings.

Mr. Gibson inquired as to whether the expenses are typical for this time of year. Ms. Bennett explained that, at 51.1%, we are comparable to last year. The youth enrollment rate was significantly higher at this time last year (53.3 %), but they are currently managing enrollment difficulties. Adult programs are a bit lower as we were at 46.9% at this time.

Mr. Gibson inquired about the variances related to "other" programs and projects. Ms. Bennett advised that we should be at 50% for all projects; however, activity has been low for many of the programs; My MDC Works was cited as an example of a low-activity project. Ms. Bennett informed them that they have until June 30, 2023 to use the allocated funds. If not used by the deadline, funding is lost.

Mr. Gibson asked whether the lack of activity at MDC Works had been explained. Ms. Bennett explained that poor student enrollment is a major factor. The Programs team has conferred with them and is developing methods to assist them further.

Chairman Roth clarified that a portion of this is a billing/processing timing issue. Additionally, he inquired as to whether the funding source for MDC Works will be able to carry over into the following year. Ms. Bennett advised that it is in one of the set asides and can be carried over to the following year; however, she will need to examine the split to be certain of how much will transition over.

Because the funds cannot be carried over to the following year, Chairman Roth advised that TANF-funded programs should be moved forward and encouraged. Ms. Bennett concurred, but advised that she must examine the split because some funding for adult/youth programs may be able to carry over, though TANF funds cannot. Ms. Bennett added that we would not lose TANF funds because we often buy scholarships with leftover funds to prevent loss. There was further discussion about the various projects and related performance.

[FEC member, Mr. Roberto Datorre joined the meeting via Zoom]

No further comments or suggestions were submitted from the members. Item closed.

4. Information - Bank Reconciliation

Vice-Chairman Roth introduced the item; Ms. Bennett continued the presentation to discuss the bank reconciliation for February and March 2023.

No further comments or suggestions were submitted from the members. Item closed.

5. Information – Activity Report: Internal Monitoring Results

Vice-Chairman Roth introduced the item; Ms. Bennett further presented the OCI Fiscal Monitoring Activity Report for the period of February 1, 2023 – March 31, 2023.

Ms. Bennett advised that three organizations were included in the OIC Fiscal Monitoring Report: Arbor E&T, LLC, Camara de Comercio Latina de los Estados Unidos (CAMACOL), Inc., and Community Coalition, Inc.

Findings are available for review in the April 20, 2023 SFWIB Finance and Efficiency Council meeting agenda.

The Chairman of the Board, Mr. Roth, inquired as to how we will ensure the aforementioned issues are resolved. Ms. Bennett advised that each organization would be required to submit a Corrective Action Plan to the Executive Director for approval within 30 days of receiving the report.

No further comments or suggestions were submitted from the members. Item closed.

6. Information – Fiscal Auditor RFQ Update

Chairman Roth introduced the item and provided a concise historical overview of the fiscal auditor RFQ process to date. The Offers Conference took place on April 19, 2023, per Ms.



Bennett. Three companies participated in the question-and-answer session. The deadline for all candidates to submit responses for consideration is May 15, 2023.

Chairman Roth reported that the FEC would evaluate the submissions at its meeting in June. Moreover, he inquired as to when the chosen auditors will begin the auditing process for the coming year. Ms. Bennett advised that the firm normally starts mid-August because we do not close until mid-July.

Ms. Glean-Jones requested clarification on what will be assessed during the upcoming session. Ms. Bennett confirmed that the Council will evaluate and score received RFQs, as well as conduct interviews with each firm.

No further comments or suggestions were submitted from the members. Item closed.

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