



**SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES**

**DATE/TIME:** June 15, 2023, 8:15AM

**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/9876543210>

- 1. CALL TO ORDER:** Chairman Roth called to order the regular meeting of the Finance and Efficiency Council, which included the External Independent Auditor RFP scoring process, at 8:16AM on June 15, 2023.

**ROLL CALL:** 10 members; 6 required; 7 present: Quorum

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

Agenda items are displayed in the order they were discussed.

Chairman Roth opened the meeting by informing members that they will proceed directly to agenda item #6 to initiate the RFP scoring process for an external independent auditor. In addition, he reminded the group that only those physically present will be able to participate in the scoring process, although Zoom participants were welcome to ask questions and provide feedback. Chairman Roth reviewed the history of the RFP process and provided instruction on what to expect in today’s session. The goal is to determine which of the respondents will be invited back for a final presentation to the FEC members.



Chairman Roth asked to have the names of those participating in the RFP scoring process read into the record. FEC members present include:

FEC MEMBERS	SFWIB STAFF
1. Datorre, Roberto	1. Bennett, Renee
2. Glean-Jones, Camela	2. Petro, Basil
3. Perez, Andy (Zoom)	3. Smith, Robert
4. Roth, Thomas, Chairman	
5. Scott, Kenneth	

Mr. Smith provided the group with an introduction to the respondents and the areas that will be discussed, which includes FEC member scores for organizational experience, proposed scope of service, associated fees, and the total aggregate scores for each.

**Organization: MKA CPAs and Advisors**

FEC Member	Organizational Capabilities	Proposed Scope of Service	Proposed Fees/Cost Effectiveness	Final Rating
Datorre, Roberto	23	23	25	71
Glean-Jones, Camela	50	25	22	97
Roth, Tom	45	25	25	95
Scott, Kenneth	45	25	25	95
<b>Overall Average</b>				<b>89.5</b>

**Organization: S Davis and Associates, P.A.**

FEC Member	Organizational Capabilities	Proposed Scope of Service	Proposed Fees/Cost Effectiveness	Final Rating
Datorre, Roberto	50	25	5	80
Glean-Jones, Camela	50	25	24	99
Roth, Tom	45	25	10	80
Scott, Kenneth	50	25	25	100
<b>Overall Average</b>				<b>89.75</b>



**Organization: WatsonRice Accountants and Advisors**

<b>FEC Member</b>	<b>Organizational Capabilities</b>	<b>Proposed Scope of Service</b>	<b>Proposed Fees/Cost Effectiveness</b>	<b>Final Rating</b>
Datorre, Roberto	50	25	25	100
Glean-Jones, Camela	50	25	25	100
Roth, Tom	45	25	25	95
Scott, Kenneth	45	25	25	95
<b>Overall Average</b>				<b>97.5</b>

Mr. Beasley verified with Mr. Smith that no additional scores from FEC members were received. Mr. Smith confirmed the same.

Chairman Roth inquired about the timeliness of the submissions and the auditors' compensation over the past couple of years. Mr. Smith confirmed that all proposals were submitted on time, and Mr. Beasley verified that previous payments for auditing services in the previous two years were \$75,000.00 per year.

Chairman Roth inquired about the previous auditor, Anthony Brunson, P.A., as well as the regulations governing his participation in the RFP process. Mr. Smith explained that companies that have worked with SFWIB in the past are eligible to reapply; however, the account manager for the contract cannot be the same individual as before. Audrey Robinson served as the chief auditor in the past; as such, she cannot reapply for the same position. Chairman Roth continued along this line of inquiry, confirming that the WatsonRice submission is legitimate with the addition of Brunson to their team. Mr. Smith affirmed that they are in compliance with the RFP's requirements.

Finally, Chairman Roth inquired if reference checks for all applicants have begun. Mr. Smith informed us that we are currently under a Cone of Silence; consequently, there will be no contact with respondents outside of the Offers' Conference. Chairman Roth followed up by requesting clarification on how future reference reviews will be conducted. Mr. Smith and Mr. Beasley informed Chairman Roth that reference checks would be conducted at his discretion and, if carried out, would be completed by CSSF staff.

No additional questions were presented by attending FEC members.

Chairman Roth opened the floor for discussion regarding which respondents should be invited to present in person. Mr. Scott expressed his desire to invite all three respondents. Ms. Glean-Jones concurred with him, stating that an in-person presentation provides additional insight to validate the selection of an agency.



Mr. Perez inquired about the likelihood of an IT audit being added to the scope of work, especially in light of the early 2022 IT breach. Mr. Smith indicated that it could be considered for future RFPs; however, we cannot include this request and reissue the RFP at this time. Chairman Roth wanted to know if, once a final selection is made, we could add as an additional service. Mr. Beasley advised that we did not include this request in the RFP; therefore, we cannot presume that they can accommodate it. We can endeavor to negotiate the possibility of adding the service, but they are under no obligation to comply.

Mr. Perez added that he recognizes the scope of work is limited, but he wants to ensure that our auditors are focusing on some of the areas of concern previously identified by the USDOL to ensure compliance. Mr. Beasley advised that it is the responsibility of auditors to ensure that we are in accordance with established Office of Management and Budget (OMB) and state/federal guidelines. IT is not included in the OMB guidelines; however, we can issue a distinct RFP – within budget – to have an external agency evaluate IT further.

Chairman Roth inquired if Mr. Perez would like staff to draft a separate RFP for IT auditing services opposed to the one we are currently evaluating. Mr. Perez would refer that decision to the Executive Director for further evaluation; however, he would like to ensure we are doing everything possible to safeguard the data in the region. Mr. Beasley advised that further evaluation is feasible; however, we will need to examine the budget to determine if there is room to move forward with this project this fiscal year. Ms. Glean-Jones explained that the IT auditing process takes into consideration separation of duties and the current IT system structure. What Mr. Perez is referencing would be more of a network penetration test conducted by an IT firm to determine the vulnerability of our systems. This procedure is completely different from the financial auditing process.

Thursday, June 22nd, after 2pm, will be reserved for respondent presentations. Each company will have thirty minutes to present and field questions. During the session, participating Council members should pose any questions or concerns they may have for the purposes of receiving an immediate response.

- External Independent Audit Firm Review and Scoring Process Concluded –

**[Ms. Brenda Lampon joined the meeting. Quorum achieved.]**



## 2A. Approval of Finance and Efficiency Council Meeting Minutes – April 20, 2023

**Motion** by Ms. Glean-Jones to approve the April 20, 2023 Finance and Efficiency Council Meeting minutes.

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

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

## 3. Information - Financial Report

Chairman Roth introduced the item; Ms. Bennett presented unaudited financials from July 1, 2022 through April 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. During the reported period, there were still vacant positions in some of our service centers, but progress has been made towards resolving the issue.

Chairman Roth asked where we are seeing those issues in the numbers we are reviewing. Ms. Bennett advised that the enrollments are affecting Adult programs, which is affecting our standard rate versus the standard deviation.

Budget variances include:

- Headquarters – 67.7%
- Adult Services – 52%
- Youth Services - 60.2%
- Facilities - 61%
- Other Programs & Projects – 41%

Roth inquired about the standard rate. Ms. Bennett informed us that the standard rate is 84 percent. Chairman Roth informed the members that we are 84 percent through the term as of April, but that does not mean that we have spent 84 percent of the budget. Ms. Bennett continued with an overview of the various funding sources and their impacts on expenditures.

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 the months of April and May 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 April 1, 2023 – May 31, 2023.

Ms. Bennett reviewed the results of the three organizations were included in the OIC Fiscal Monitoring Report: Big Brothers Big Sisters of Miami, Inc. (BBBS), The Miami-Dade Chamber of Commerce, Inc. (MDCC), and Youth Co-Op, Inc. (multiple locations).

Disallowances and findings are available for review in the June 15, 2023 SFWIB Finance and Efficiency Council meeting agenda.

Chairman Roth inquired as to the next actions regarding any findings and/or disallowances. As a follow-up, Ms. Glean-Jones inquired about the continuation of funding for organizations with repeated findings. Ms. Bennett explained that a number of actions would be taken, including but not limited to staff submitting recommendations for improvement to the organization and requiring the company to submit a Plan of Corrective Action for the Executive Director's review and approval.

Repeated violations will be discussed with the Executive Director in order to determine the future funding status of the organization.

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

#### 7. Approval – Acceptance of Additional Workforce System Funding

Chairman Roth introduced the item; Ms. Bennett further presented additional funds for veterans programs in the amount of \$13,429.00.

**Motion** by Mr. Datorre to approve the acceptance of additional funding.

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

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

## 8. Approval – Fiscal Year 2023-2024 Budget

Chairman Roth introduced the item; Mr. Beasley further presented the FY 2023-24 budget.

Florida's budget was reduced by approximately 11 million dollars due to the state of the economy and the low unemployment rate. When the state loses money, it is reasonable to assume that local governments will do the same. Currently, the unemployment rate in South Florida ranges from 2.1 to 1.8 percent; however, our funding is predicated on areas with sustained unemployment.

The Department of Economic Opportunity released the 2023-2024 state allocations for the major programs of WIOA, Wagner-Peyser and TANF programs. The region received a decrease of \$276,470 in new funding. Mr. Beasley walked the group through the key performance indicators, the 2023-24 in-state allocations, SFWIB 2023-24 new state funding and the 2023-24 program budget, and cost distributions. In addition, he discussed the projected changes that may occur in FY2023-24 because of reduced funding.

Mr. Scott remarked on the vast disparity between the sums of money invested in 2020 versus 2021. Mr. Beasley clarified that the amount of money invested decreased as a result of the pandemic-caused unemployment. In 2022-23, there would have to have been an increase; however, there were not enough referrals to reach the goal. It will be the responsibility of our one-stop-operator, to monitor performance indicators moving forward.

Chairman Roth requested that the Council be updated throughout the fiscal year to ensure that we are on track to achieve the established objectives. In addition, the Chairman inquired whether we currently monitor the number of placements proportional to our budget. Mr. Beasley shared that we track in within our region; however, the State does not mandate it.

**Motion** by Ms. Glean-Jones to recommend approval of the FY 2023-24 budget.

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

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

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