



SFWIB FINANCE AND EFFICIENCY COUNCIL MEETING MINUTES

DATE/TIME: October 17, 2024, 8:30AM

LOCATION: The Landing at MIA, 5-Star Conference Center
 7415 Corporate Center Drive, Suite H
(Key Biscayne Room)
 Miami, FL 33126

Zoom: <https://us02web.zoom.us/join/9876543210>

1. CALL TO ORDER:

Interim Chairman, Mr. Charles Gibson, called to order the regular meeting of the Finance and Efficiency Council meeting, at 8:41AM on October 17, 2024.

ROLL CALL: 9 members; 5 required; 5 present: Quorum Achieved

SFWIB FEC MEMBERS PRESENT	SFWIB FEC MEMBERS ABSENT	SFWIB STAFF
Bridges, Jeff (Zoom) Datorre, Roberto (Zoom) Gibson, Charles Glean-Jones, Camela Perez, Andy (Zoom) Pintado, Kirenia Scott Jr., Kenneth	Adrover, Bernardo SFWIB FEC MEMBERS EXCUSED	Beasley, Rick Bennett, Renee Petro, Basil ADMINISTRATION/IT
OTHER ATTENDEES		

Agenda items are displayed in the order they were discussed.

2. Public Comments

Public comments should be two minutes or less.

Chairman Gibson opened the floor for comments from the public. No requests to speak were received by the Executive Office. None were presented. Item closed.

3A. FEC Meeting Minutes – August 22, 2024

Chairman Gibson announced the consideration of minutes from the August 22, 2024 and allowed the members to review before considering a motion.

Motion: Ms. Glean-Jones to approve the August 22, 2024 Finance and Efficiency Council Meeting minutes.

Ms. Pintado seconded the motion; **item is passed without dissent.**

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

4. Information - SFWIB Unaudited Financial Report – August 2024

Chairman Gibson introduced the item; Ms. Bennett presented unaudited financials dated July 1, 2024 - August 31, 2024.

Ms. Bennett further discussed the unrestricted balance, budget variances, expenditure rates, and their corresponding explanations.

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

5. Information – Bank Reconciliation – August and September 2024

Chairman Gibson introduced the item; Ms. Bennett reviewed the bank reconciliation reports for August 31, 2024 and September 30, 2024.

Ms. Bennett advised that the deposits for the month of September were a little higher than usual. The Florida Department of Commerce requested local workforce development boards access funds early due to the hurricanes and in climate weather. Mr. Beasley and Ms. Bennett assured the board that the increased deposit amounts are merely a precaution and do not present any risk. The Finance team will continue to operate as usual.

Ms. Glean-Jones inquired about the potential impact of the early withdrawal on the rest of the year and whether it would stabilize over time. Ms. Bennett assured the Council that there will be no lasting effects going forward and that the situation will level off as the year progresses. Mr. Beasley explained that normally, staff would only withdraw the amount needed for expenditures. However, due to the potential for storms to significantly disrupt operations in Tallahassee, the state requested that boards withdraw funds earlier than usual as a precautionary measure.

Chairman Gibson inquired about the potential consequences of CSSF having a surplus of cash on hand. Mr. Beasley advised that a finding could be made if excessive funds are withdrawn without the appropriately matching expenditures.

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



6. Approval – Workforce System Funding

Chairman Gibson introduced the item; Ms. Bennett subsequently presented the request to accept an additional \$400,965 in additional Workforce System Funding for the Wagner-Peyser Apprenticeship Navigator Program, reemployment assistance, and the local veterans program. Mr. Beasley provided a more detailed explanation of the purpose of the additional resources and the funding streams to which they will be allocated.

Motion: Mr. Datorre to recommend to the board the approval of the acceptance of additional workforce system funding in the totaling \$400,965.

Ms. Pintado seconded the motion; **item is passed without dissent.**

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

7. Approval – Florida Department of Commerce 2024-2025 Internal Control Questionnaire (ICQ) and Assessment

Chairman Gibson introduced the item; Ms. Bennett informed the members that the Internal Control Questionnaire and Assessment, created by the Department of Commerce Internal Controls Unit, is a self-assessment that must be completed and submitted to the State annually. Mr. Beasley further led members through the essential sections of the document, which includes: risk assessment awareness and management, operational effectiveness and efficiency, financial reporting reliability, and compliance adherence to applicable laws and regulations.

The ICQ report was due for submission to the State by October 1, 2024. The SFWIB Executive Committee reviewed the report to ensure that staff were able to meet the established deadline. The Chairman has signed the report and it has been forwarded to the state. Mr. Beasley emphasized that while board approval is not required, he is committed to transparency. Therefore, he distributes copies of the responses to both the Council and the entire board, ensuring they have the opportunity to ask any questions or concerns.

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

Motion: Mr. Datorre to recommend to the board the approval of the Florida Department of Commerce 2024-2025 Internal Control Questionnaire (ICQ) and Assessment. Ms. Pintado 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 at 9:12am.