



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: December 17, 2015 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

October 15, 2015 at 8:00am

Doubletree Miami Airport Hotel – Exhibition Center

711 NW 72nd Avenue

Miami, FL

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Gibson, Charles A, <i>Chairman</i> 2. Perez, Andy, <i>Vice-Chairman</i> 3. Adrover, Bernardo 4. Bridges, Jeff 5. Montoya, Rolando 6. Scott, Kenneth 7. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 8. Datorre, Roberto 9. Davis-Raiford, Lucia 10. Socorro, Ivonne <p>SFW STAFF Alonso, Gustavo Garcia, Christine Uptgrow, Madalyn</p>	

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance and Efficiency Chairman Charles Gibson called the meeting to order at 8:29a.m., asked those present introduce themselves. He noted that a quorum had not been achieved.

3. Information – August 2015 Financial Report

Vice-Chairman Perez introduced the item and SFWIB Assistant Controller, Christine Garcia further presented the accompanying notes to the Financial Report (unaudited) for the Period of July 1, 2014 to May 31, 2015:

Budget Adjustment:

Revenues:

- \$100,000 accepted from City of Miami Gardens

Expenses:

- Headquarter cost increased by \$30,000
- Adult Services funds decreased by \$1,916,921
- Facility Cost funds increased by \$4,449
- Youth Services funds decreased by -\$204,550
- Unallocated funds increased by \$1,916,921
- Training and Support Services decreased by \$153,333
- Training and Support Services decreased by \$8,525
- Other Programs and Contracts increased by \$253,333

Explanation of Significant Variances

1. Training and Support Services – low at 0.2% versus 16.7%
2. Other Programs & Contracts – low at 8.3% versus 16.7%

Mr. Perez inquired about the following line items:

- Florida International University (FIU) Contract Allocation
- Take Stock in Children

Mr. Alonso explained that the remaining balance in Temporary Assistance for Needy Family (TANF) funds from prior year were allocated to Take Stock in Children for the purchase of scholarships and that current year allocation would cover administration cost.

Dr. Montoya advised the Council that effective this program year, Miami-Dade College (MDC) is no longer the local (fiscal) agent for Take Stock in Children, as it will be self-managed. The only involvement MDC would have with Take Stock in Children is the free use of rental space and facilities at the College.

With regards to FIU's contract, Mr. Alonso explained that both parties (FIU and SFWIB) had never reached a final agreement. Mr. Perez stated he recalled the parties eventually did. Mr. Alonso explained that if it is so, then it would be heard at a council meeting this month.

Dr. Montoya inquired about Refugee Employment and Training (RET) Services level of achievement of 58%. Mr. Alonso explained that RET Services fiscal year term begins in October versus other programs that begin July 1st of each year.

Mr. Perez inquired about the status of WIA expenditures. Mr. Alonso responded that there is no information available at the present moment.

Chairman Gibson inquired about performance based payment processes and Mr. Alonso briefly explained.

Mr. Perez inquired about the status of rapid response's 2nd allocation. Mr. Alonso responded that he had not seen it yet.

2.a. Approval of the Finance and Efficiency Council Meeting Minutes for June 17, 2015

Dr. Rolando Montoya moved the approval of FEC meeting minutes of June 17, 2015.
Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

2.b. Approval of the Finance and Efficiency Council Meeting Minutes for August 20, 2015

Dr. Rolando Montoya moved the approval of FEC meeting minutes of August 20, 2015.
Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

4. Information – Bank Reconciliation for August 2015

Chairman Gibson introduced the item and Mr. Alonso further discussed.

Dr. Montoya inquired about SFWIB's check issuance processes. Mr. Alonso explained.

Dr. Montoya asked whether the disbursement process is consistent throughout the month or whether there are more checks processed towards the end of the month. SFWIB Comp Controller Christine Garcia explained that the amount of checks shown does not reflect those processed via Automated Clearing House (ACH). Mr. Perez asked where ACH transactions would be listed in the reconciliation report. Mr. Alonso responded that ACH is part of the transactions listed under 'less Checks/Vouchers Drawn'. Dr. Montoya commented that auditors don't generally like to see too many outstanding checks. He further inquired about the process of issuing checks.

Ms. Garcia explained that there were more checks issued than usual for the above period. Mr. Scott briefly explained the disbursement processes for issuing checks at his organization.

Chairman Gibson inquired about the large number of paper checks being issued even after the recent implementation of ACH. Mr. Alonso briefly explained SFWIB's current policy which requires that ACH transfers are processed for Service and Training provider related transactions and paper checks issued for all operational expenses.

5. Information - Fiscal Audit Update

Chairman Gibson introduced the item. Mr. Alonso further discussed and introduced Ms. Carshena Allison of BCA Watson Rice, LLP.

Mr. Perez asked whether BCA Watson Rice audit funds that are allocated to state projects (operational type audits). It was explained by both Ms. Allison and Dr. Montoya that operational audits are not conducted. However, BCA Watson is responsible to conduct internal control, financial audits and compliance. It was further explained that there are external auditors that conduct operational audits.

Chairman Gibson asked if whether the Board can obtain an analysis of the contacts that were approved for funds.

Dr. Montoya explained that the information is usually detailed in the financial report where the progress of each contract is shown based on its percentage. At this point, board members would question delayed contracts and staff would then provide a follow-up on the causes of delays. Mr. Bridges added that this information is shown in the explanation of significant variance section of the financial report. Executive Director Rick Beasley appeared before the Council and further explained the difference between performance related programs and special projects. Mr. Bridges suggested staff ensure contracts are properly executed and expended in order to avoid delays. Dr. Montoya shared his comments regarding approval process delays.

Chairman Gibson requested staff provide a follow-up on the approval timeline to avoid delays.

Mr. Adrover inquired about best practices of other regions regarding contract approval processes. Mr. Alonso briefly explained and introduced SFWIB's Contracts Manager Madalyn Uptgrow who briefly explained ways staff is working towards being more proactive in order to avoid delays. Dr. Montoya shared his comments.

Mr. Beasley explained the new law that went into effect which consists of a new process for indirect cost. He additionally noted that the Contracts Unit is currently short staff which has also caused delays.

6. Information – DEO Fiscal Monitoring Report

Chairman Gibson introduced the item and Mr. Alonso further discussed.

Dr. Montoya commended the agency for having a clean report. However, he briefly shared his concern regarding a potential operational weakness.

Dr. Montoya recommended contracts be presented during the time yearly budgets are approved. He also recommended that all providers submit necessary paperwork in a timely manner for immediate processing.

There being no further business to come before the Council, the meeting adjourned at 9:24am.