



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2B

DATE: October 20, 2016 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

August 18, 2016 at 8:00am
 Doubletree by Hilton Miami Airport Hotel &
 Exhibition Center
 711 NW 72nd Avenue
 Miami, FL 33126

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Bridges, Jeff 2. Datorre, Roberto 3. Davis-Raiford, Lucia 	<ol style="list-style-type: none"> 4. Adrover, Bernardo 5. Gibson, Charles A, <i>Chairman</i> 6. Perez, Andy, <i>Vice-Chairman</i> 7. Scott, Kenneth <p>SFW STAFF Alonso, Gustavo Garcia, Christine</p>	<p>Thompkins, Carshena – BCA Watson Rice, LLP</p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

SFWIB Vice-Chairman Jeff Bridges called the meeting to order at 8:45am, asked the members present introduce themselves and noted that a quorum had not been achieved.

2. Approval of the Finance and Efficiency Council Meeting Minutes of June 23, 2016

Deferred due to lack of quorum

3. Information – Financial Report – June 2016

Vice-Chairman Perez introduced the item and SFWIB Assistant Director of Finance presented the following:

Budget Adjustment:

Revenues:

- There were no revenue adjustments

Expenses:

- Adult Services increased by \$29,037
- Set asides increased by \$102,000
- Training and Support Services decreased by (\$2,392,797)
- Other Programs increased by \$2,376,098

Explanation of Significant Variances

1. Revenues – low at 66.7% versus 100%
2. Adult Services – low at 64.89% versus 100%
3. Training and Support Services – low at (44.6% versus 100%)
4. Other Programs and Contracts – at 61.5% versus 100% (as a result of a few that had not materialized).

SFWIB Vice-Chairman Bridges requested additional information on a brief discussion by Mr. Alonso regarding former contractor KRA's budget adjustments. Mr. Alonso provided further explanation on the entity's early termination contract and a 10-day payment delayed invoice.

Mr. Datorre inquired about the remaining funds that were allocated to KRA Corporation. Mr. Alonso explained that it had been reallocated to Arbor, E&T that took over the centers formerly operated by KRA.

Mr. Alonso reviewed with the Council each line item.

SFWIB Vice-Chairman Bridges briefly shared with the Council regarding the delay of the summer youth program. Mr. Alonso explained the challenges with hiring youth that are willing to work. Ms. Davis-Raiford explained Miami-Dade County's delay in "gearing up the launch of the program."

There was continued discussion regarding the summer youth program.

Mr. Bridges recommended additional structure be in place. Ms. Davis-Raiford recommended a better communication with the Miami-Dade County Commissioners.

There was continued discussion regarding the challenges.

Mr. Alonso noted the agency has been reimbursing contractors for direct placements more than obtained placements. He explained the difference between the two types of placements.

SFWIB Vice-Chairman Bridges recommended a stipend program versus hourly pay for youth participants. He explained that the stipend is better manageable as payments to youth employees would be processed sooner.

Mr. Datorre asked whether if Take Stock in Children (TSIC) exhausted all of its allocated funds.

Mr. Alonso responded, “Yes” then briefly explained the purchasing of scholarships. Mr. Datorre furthermore inquired about the Early Learning Coalition (ELC). Mr. Bridges gave a brief overview of the entity’s deficit, but further explained that many clients, who are current parents, are referred to ELC for its School Readiness and VPK programs. Mr. Datorre questioned the fact the line item did not show 100% expended. Mr. Alonso explained that the report showed 0% variance.

SFWIB Vice-Chairman Bridges asked whether if unexpended funds could have been reallocated to the PACE Center for Girls, Inc. Mr. Alonso further explained the requirements of capacity building prior to issuing a check.

Mr. Datorre requested additional details on a statement Mr. Alonso mentioned regarding some of the new organizations coming onboard that might not have the proper experience in managing services required by CSSF. Mr. Datorre requested information on how this could be verified prior to binding a contract with the entity. Mr. Bridges suggested creating a process to help those new entities. However, he explained that the process should not only consist of checking but assisting (training) as well.

Ms. Davis-Raiford shared with the Council of a recent conference that both she and Executive Director Rick Beasley attended. She explained that one of the major discussions covered was the ability of CAAs across the State of Florida working better with Workforce Development Boards. She suggested implementing a mutual capacity building as a part of working with firms that CSSF intends to work with by conducting analysis and diagnostics. Mr. Alonso noted the importance of financial management. Ms. Davis-Raiford explained the issues with reimbursement for those entities that lack the capital (cashflow) to fill the gap while waiting on reimbursements. Mr. Alonso briefly gave an example of a related issue.

Mr. Datorre asked whether if staff meet with entities to provide an overview of the CSSF’s processes. Mr. Bridges explained the importance of having key individuals involved in the process of delivering information to current contractors. Mr. Datorre suggested having meetings that involve all key parties to explain the processes. Mr. Alonso briefly gave an example of a related issue. Mr. Bridges suggested getting consultants involved.

4. Information – Bank Reconciliation – June 2016

SFWIB Vice-Chairman Bridges introduced the item and Mr. Alonso presented.

No further questions or discussion.

5. Information – Audit Update

Mr. Alonso introduced the item then introduced the Carshena Allison of BCA Watson Rice, LLP who appeared before the Council and presented.

No further questions or discussions.

6. Information – Fiscal and Programmatic Monitoring Activity Reports

SFWIB Vice-Chairman Bridges introduced the item and Mr. Alonso further presented. He explained CSSF's two monitoring teams which consist of Contracts division that does the financial monitoring and Quality Assurance that monitors the services offered (programmatic). Mr. Alonso presented two reports. However, Vice-Chairman Bridges requested that a hard copy of the report be provided as well due to the font size of the report not being legible.

Mr. Datorre inquired about any findings and Mr. Alonso explained the two columns listed in the report which showed the total amount monitored and the total disallowed costs. He further explained there are not too many contractors with disallowed costs. Ms. Davis-Raiford asked whether if the funds were cost reimbursed. Mr. Alonso explained that the contractors were reimbursed already, but weren't appropriated. He provided further details. Mr. Alonso noted anything above a 3% is considered acceptable.

SFWIB Vice-Chairman Bridges inquired about Youth Co-Op, Inc. and Mr. Beasley provided details. Ms. Davis-Raiford asked whether if "error" would be categorized as a client that did not submit the right paperwork. Mr. Bridges responded, "Yes."

SFWIB Assistant Controller Christine Garcia provided further details.

Ms. Davis-Raiford inquired about the reimbursement and Mr. Alonso explained that this agency does not reimburse for food or beverages then further explained the processes.

SFWIB Bridges inquired about the review processes. It was further explained to him.

There being no further business to come before the Council, the meeting adjourned at 9:11am.