



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: February 15, 2018 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

December 14, 2017 at 8:00am
 Doubletree by Hilton Miami Airport Hotel &
 Convention 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. Gibson, Charles A, <i>Chairman</i> 2. Perez, Andy, <i>Vice-Chairman</i> 3. Bridges, Jeff 4. Datorre, Robert 5. Maxwell, Michelle 6. Scott, Kenneth 	<ol style="list-style-type: none"> 7. Adrover, Bernardo 8. Davis-Raiford, Lucia <p>SFW STAFF Alonso, Gustavo Garcia, Christine</p>	<p>Brunson, Anthony – <i>Anthony Brunson, PA</i></p> <p>Brunson, Audrey – <i>Anthony Brunson, PA</i></p>

Agenda items are displayed in the order they were discussed.

1. Call to Order and Introductions

Finance & Efficiency Council (FEC) Chairman Gibson called the meeting to order at 8:25am and welcomed all those present. Quorum of members present had not been achieved.

3. Information – Financial Report – October 2017

Chairman Gibson introduced the item and SFWIB Assistant Director of Finance Gus Alonso further presented.

Budget Adjustment:

- There were no budget adjustments this month in comparing report to last month.

Revenue: There were no budget adjustments this month in comparing report to last month.

Expenses:

- Headquarter Costs increased - \$989,330
- Refugee Services Increased - \$8,935,670
- Youth Services decreased - \$280,700
- Set Asides decreased - \$97K
- Unallocated Funds decreased - \$10,000,000
- Training and Support Services increased - \$41,945
- Other Programs and Contracts increased - \$410,755

Explanation of Significant Variances

1. Refugee Contracts – 65.1% versus 66% due to their contractual period and the rate of placements.
2. Training and Support Services 9.5% versus 34% due to more emphasis has been put on Paid Work Experience and ITA activities are still being approved in EFM

[Mr. Roberto Datorre Arrived; **Quorum Achieved**]

Chairman Gibson inquired about the training and support services and Mr. Alonso explained. Chairman Gibson inquired about the Refugee Services Expenditures and Mr. Alonso provided details.

Vice-Chairman Perez requested additional details on Refugee Service Program Contracts and Mr. Alonso further explained.

Mr. Alonso further discussed his future retirement. The members of the Council shared their comments and commended his great work during his tenure as SFWIB's Assistant Director of Finance.

Chairman Gibson requested details on revenues listed in the "other" category and Mr. Alonso provided details on Miami-Dade Youth Initiative contract that was pending. Executive Director Rick Beasley provided further details.

There was continued discussion.

Chairman Gibson additionally inquired about the various pending projects and Mr. Alonso provided updates. He additionally provided further details on the statement of work.

No further questions or discussions.

5. Information – Bank Reconciliation - October 2017

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

No further questions or discussions.

2. Approval of Finance and Efficiency Council Meeting Minutes of August 17, 2017 and October 19, 2017

Mr. Kenneth Scott moved the approval of FEC Meeting Minutes of August 17, 2017 and October 19, 2017; Motion seconded by Vice-Chairman Perez; **Motion Passed Unanimously**

5. Information – Fiscal Monitoring Activity Reports

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

Ms. Maxwell inquired about the term "disallowances" and Mr. Alonso explained. She further inquired about the qualifying processes for the various programs and Mr. Alonso explained the invoicing processes.

No further questions or discussions.

4. Information – Bank Reconciliation – October 2017

Mr. Gibson introduced and Mr. Alonso further discussed.

5. Information – Fiscal Monitoring Activities Reports

Deferred due to lack of quorum

[SFWIB Chairman Bridges arrived]

[Mr. Roberto Datorre arrived; **Quorum Achieved**]

Vice-Chairman Perez inquired about an allocation in the amount of \$266,000. He wanted to know the reason for this decision. Mr. Alonso explained the decision to allocate the funds had been after a recent meeting with Programs Unit staff.

There was continued discussion.

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

Vice-Chairman Perez asked whether if the State of Florida contacted this agency of a Notice of Fund Availability (NFA) for a rapid response program. Mr. Beasley responded that he has not received a notification.

No further questions or discussion.

6. Recommendation as to Approval to Accept the Fiscal Year 2016-2017 Audit Reports

Chairman Gibson introduced the item. Mr. Alonso further presented then introduced Mr. Anthony Brunson of Anthony Brunson, PA who appeared before the Council and presented.

There was continued discussion.

Mr. Gibson inquired about a future presentation related to scholarships and Mr. Beasley provided details on the Take Stock in Program (TSIC).

Chairman Bridges inquired about the liabilities of Paid Time Off (PTO). Both Mr. Brunson and Mr. Beasley explained that the percentage has been down.

Vice-Chairman Perez inquired about the Take Stock in Children program and its affiliation with Miami Dade College. Mr. Beasley further explained. Mr. Perez asked how Temporary Assistance is for Needy Families fund are being tracked. Mr. Beasley further explained.

Vice-Chairman Perez inquired about potential impact of negative outcome of scholarship purchases. Mr. Beasley provided detailed data on current scholarships. He further provided details on mentorships. He moreover discussed the unused scholarships that were transferred over the 5000 Role Models of Excellence Program contract. He additional explained that college graduation rates have increased as a result of mentorships. He later assured that representatives from those entities would present at the next scheduled meeting.

Mr. Brunson continued with his presentation. He later commended the great work with Mr. Alonso and commented that he felt confident Assistant Controller Christine Garcia would continue the great work.

Mr. Kenneth Scott moved the approval to accept the Fiscal Year 2016-17 audit reports. Motion seconded by Chairman Jeff Bridges; **Further Discussion(s):**

Mr. Beasley additionally recommended an approval of the renewal of contract for 2018-19.

Mr. Kenneth Scott moved the approval of both recommendations. Motion seconded by Chairman Jeff Bridges; **Motion Passed Unanimously**

Added on Item:

7. Recommendation as to Approval of Allocation for a Retention Payment Program

Chairman Gibson introduced the item. Mr. Alonso further presented and read the item into record.

Ms. Maxwell noted her support for this item.

Chairman Gibson asked whether if there would be two payments given and Mr. Alonso explained. Mr. Beasley provided further details.

Ms. Michelle Maxwell moved to approve allocation for a retention payment program. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

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