



SFWIB FINANCE AND EFFICIENCY COUNCIL

AGENDA ITEM NUMBER: 2A

DATE: February 18, 2016 at 8:00AM

AGENDA ITEM SUBJECT: MEETING MINUTES

December 17, 2015 at 8:00am
 Miami Dade College North Campus
 11380 NW 27th Ave,
 Miami, FL 33167

COMMITTEE MEMBERS IN ATTENDANCE	COMMITTEE MEMBERS NOT IN ATTENDANCE	OTHER ATTENDEES
<ol style="list-style-type: none"> 1. Perez, Andy, <i>Vice-Chairman</i> 2. Bridges, Jeff 3. Datorre, Roberto 4. Davis- Raiford, Lucia 5. Montoya, Rolando 6. Scott, Kenneth 7. Zewadski-Bricker, Edith 	<ol style="list-style-type: none"> 8. Gibson, Charles A, <i>Chairman</i> 9. Adrover, Bernardo 10. Socorro, Ivonne <p>SFW STAFF Beasley, Rick Alonso, Gustavo Garcia, Christine</p>	<p>Allison, Carshena – <i>BCA Watson Rice, LLP</i></p> <p>Brito, Hilma – <i>Arbor E & T Rescare, Inc.</i></p> <p>Mitchelle, Carlana – <i>Miami-Dade County Public Schools (M-DCPS)</i></p> <p>Thompkins, Ronald – <i>BCA Watson Rice, LLP</i></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 on behalf of FEC Chairman Charles Gibson and Vice-Chairman Andy Perez He called the meeting to order at 8:30a.m., asked those present introduce themselves. He subsequently noted that a quorum had not been achieved.

3. Information – April 2015 Financial Report

SFWIB Vice-Chairman Jeff Bridges introduced the item. SFWIB Assistant Director Gus Alonso further discussed and reviewed with the Council the Financial Report (unaudited) for the Period of October 2015:

Budget Adjustment:

Revenues:

- No revenue adjustments.

Expenses:

- Headquarter cost increased by \$1,418,918
- Refugee Contracted Services increased by \$10,831,892
- Set Asides decreased by \$200,000
- Youth Services increased by \$8,525
- Unallocated Funds decreased by \$12,522,250
- Facilities Cost increased by \$271,440
- Training and Support Services decreased by \$80,000
- Other Programs and Contracts increased by \$400,000

Explanation of Significant Variances

1. Training and Support Services – low at 7.7% versus 33.3%.

Dr. Montoya requested additional details on a few line items and Mr. Alonso further explained.

Both Mr. Datorre and Dr. Montoya inquired about the reduction in revenue. Executive Director Rick Beasley appeared before the Council and explained.

[FEC Vice Chairman Andy Perez arrived; **Quorum Achieved**]

2.a. Approval of the Audit Committee Meeting Minutes for October 15, 2015

Mr. Kenneth Scott moved the approval of meeting minutes for October 15, 2015. Motion seconded by Dr. Montoya. **Motion Passed Unanimously**

4. Information – Bank Reconciliation for November 2015

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

No further questions or discussions.

5. Recommendation as to Approval of the Fiscal Year 2014-15 Audit and renew the FY 2016-17 Audit Contract with TCBA Watson Rice, LLP

SFWIB Vice-Chairman Bridges introduced the item then introduced Mr. Robert Thompkins and Ms. Carshena Allison of TCBA Watson Rice, LLP who both appeared before the Council and presented.

Dr. Montoya noted a scrivener's error into record regarding the Fiscal Year (FY) renewal date. He stated the FY should reflect 2015-2016 instead of 2016-17. SFWIB Vice-

Chairman Bridges responded that the error will be corrected and reflected in the minutes accordingly.

Mr. Datorre inquired about the reduction in review from 2014 to 2015. Executive Director Rick Beasley appeared before the Council and explained that this resulted in the economy improving.

Dr. Montoya inquired about recommendations and Ms. Allison explained it was recommended that an IT Penetration testing (cyber security) be performed. Dr. Montoya further inquired about the procurement process for a qualified firm. Mr. Alonso explained the current challenges with finding a qualified contractor that would accept the negotiated amount and comply with Miami-Dade County's liability clause.

Ms. Allison explained that an IT control testing had been conducted. FEC Vice-Chairman Perez requested an explanation as to the purpose of the test. Ms. Allison further explained. Mr. Perez inquired about current servers and staff provided details.

SFWIB Vice Chairman Bridges inquired about the current liabilities that increased from prior year (2014). Ms. Allison explained. He additionally inquired about the term "current liability" versus "long term liability". Ms. Allison explained that if the transaction is payable within one (1) year, then it's considered current liability and transactions payable longer than a year is considered a long term liability.

Mr. Datorre inquired about the auditing conducted of contracts and Ms. Allison explained that they worked with the Office of Continuance Improvement (OCI) unit.

FEC Vice Chairman Perez inquired about the follow-up process when a finding is identified. Ms. Allison explained.

There was continued discussion.

Mr. Kenneth Scott moved the approval of Fiscal Year 2014-15 Agency-wide Audit Reports and renewal of contract with TCBA Watson Rice, LLP's. Motion second by Dr. Montoya; **Motion Passed Unanimously**

6. Recommendation as to Approval to accept \$166,665 in TANF Funds

FEC Vice-Chairman Perez introduced and read the item into record. He noted staff's recommendation for the Finance and Efficiency Council's approval to recommend to the Board to accept \$1,666,665 in TANF program funds.

Dr. Rolando Montoya moved the approval to accept \$166,665 in TANF funds. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

7. Recommendation as to approval to Adjust 2015-16 Budget for the Actual Carry-forward

Vice-Chairman Perez introduced and requested an overall status of pending contracts, specifically FIU /City Year. Mr. Alonso responded that the contract did not materialize as a result of FIU's decision not come to terms with the various stipulations.

Mr. Datorre inquired about the next steps for reallocating funds of a failed negotiated contract. Mr. Alonso responded that funds set aside for this particular program would be reallocated to other programs. Mr. Datorre subsequently requested a vote be taken to reallocate the funds. However, Dr. Montoya explained that an approval is not required as it

set aside funds of failed negotiated contracts would be automatically reallocated to fund other programs.

The Council later recommended a detail report be provided to the council. Executive Director Rick Beasley appeared before the Council and responded to member's concerns. He additionally advised that a detailed contract status report will be provided at a later date.

Mr. Jeff Bridges moved the approval to adjust the 2015-16 budget for the actual carry-forward. Motion seconded by Dr. Rolando Montoya; **Motion Passed Unanimously**

8. Recommendation as to Approval to Update the Accounting Policies and Procedures

Mr. Alonso presented the item.

Mr. Roberto Datorre moved the approval to update the accounting policies and procedures. Motion seconded by FEC Vice Chairman Andy Perez; **Motion Passed Unanimously**

There being no further business to come before the Council, the meeting adjourned at 9:25am.