



**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**DATE:** February 16, 2017 at 8:00AM

**AGENDA ITEM SUBJECT: MEETING MINUTES**

December 15, 2016 at 8:00am  
 Doubletree by Hilton Miami Airport Hotel &  
 Exhibition Center  
 711 NW 72<sup>nd</sup> Avenue  
 Miami, FL 33126

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

**2. Approval of the Finance and Efficiency Council Meeting Minutes of December 15, 2016**

Mr. Roberto Datorre noted that Dr. Montoya was present at the meeting. SFWIB Assistant Controller Christine Garcia explained that although he was present, he’s probably no longer a member of the Council as a result of his recent retirement.

Mr. Datorre noted into record that Dr. Montoya was a good member of the Board. Members of the Council concurred.

Mr. Datorre moved the approval of October 20, 2016 Finance and Efficiency Council meeting minutes. Motion seconded by Mr. Andy Perez; **Motion Passed Unanimously**

**3. Information – Financial Report – October 2016**

Chairman Gibson introduced the item and Ms. Garcia further presented the following:

**Budget Adjustment:**

**Explanation of Significant Variances**

1. Training and Support Services - 15.8% versus 34%
2. Other Program & Contracts – low at 0% versus 34%

Chairman Gibson inquired about the approval of contracts and Ms. Garcia gave a brief update.

Vice-Chairman Perez inquired about take stock in children's contract and Ms. Garcia gave an update.

Vice-Chairman Perez inquired about a special projects report/timeline previously requested by the Council.

Chairman Gibson inquired about PACE Center for Girls (PACE's) contract and Mr. Alonso gave an update.

Vice-Chairman Perez inquired about contractors being required to provide a cost allocation plan.

There was continued discussion.

Vice-Chairman Perez requested additional information regarding services provided by PACE. Mr. Alonso further explained. Vice-Chairman Perez further inquired about the number of students being served with funds that were allocated to this entity by SFWIB.

Executive Director of Ser Jobs for Progress, Inc. Jose Cela appeared before the Council and gave a brief example of its entity's cost allocation plan processes.

[SFWIB Chairman Jeff Bridges arrived]

There was continued discussion.

SFWIB Executive Director Rick Beasley appeared before the Council and explained the process for contracts.

There was continued discussion regarding the execution of contracts.

Chairman Gibson further inquired about the variance of 0% and Mr. Beasley further explained.

**4. Information – Bank Reconciliation – November 2016**

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.

**5. Information – Fiscal and Programmatic Monitoring Activity Reports**

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

**6. Recommendation as to Approval to Accept the Fiscal Year 2015-16 Audit Reports**

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

Mr. Datorre inquired about the entrepreneurship program with the Florida International University (FIU) that did not materialized. He further suggested contracting with Miami Dade College (MDC) to provide a related program. Mr. Alonso explained that SFWIB holds various contracts with MDC. Mr. Beasley added there was a language issue with the contract with FIU.

Vice-Chairman Perez inquired about the allocation to the program and staff further explained.

He inquired about Future Bankers program and Mr. Beasley further explained.

There was continued discussion regarding the monitoring of programs.

Mr. Datorre asked whether the auditors review the monitoring reports and Mr. Alonso responded, "Yes"

No further questions or discussions.

**7. Recommendation as to Approval to Negotiate an Agreement with BCA Watson Rice, LLP for the Performance of IT Penetration Audit Services**

Chairman Charles Gibson introduced the item. Carshena Allisson and Robert Thompkins of BCA Watson Rice, LLP appeared before the Council and presented.

There was discussion regarding the following:

- Deferred inflow of services
- Cost reimbursement and unit based contract

Mr. Datorre inquired about any findings. Mr. Thompkins responded there are no findings and gave credit to Mr. Beasley, members of his management team and the monitoring unit for their diligent work.

Mr. Scott briefly gave an example of spot audits conducted at his organization. He later suggested having an intensive audit conducted once in a while for low risk auditees as well.

**(Item#6):**

SFWIB Chairman Bridges moved the approval to accept the fiscal year 2015-16 audit year reports. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

**(Item#7):**

**There was discussion prior to a vote taken regarding the change of scope:**

**The Council suggested that the change of scope not be removed as a result of cost. Mr. Beasley explained.**

Mr. Roberto Datorre moved the approval to negotiate an agreement with BCA Watson Rice, LLP for the performance of IT penetration audit services. Motion seconded by Vice-Chairman Andy Perez; **Motion Passed Unanimously**

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