



**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**DATE:** August 17, 2017 at 8:00AM

**AGENDA ITEM SUBJECT: MEETING MINUTES**

June 15, 2017 at 8:00am

Doubletree by Hilton Miami Airport Hotel &

Convention 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. Davis-Raiford, Lucia</li> <li>6. Maxwell, Michelle</li> </ol>	<ol style="list-style-type: none"> <li>7. Adrover, Bernardo</li> <li>8. Scott, Kenneth</li> </ol> <p><b>SFW STAFF</b>            Alonso, Gustavo            Garcia, Christine            Gonzalez, Frances</p>	<p>Brunson, Anthony – <i>Anthony Brunson, PA</i></p> <p>Davis, Tonya – <i>S. Davis &amp; Associates, PA</i></p> <p>Donates, Gerry – <i>Rodriguez Treba &amp;Co. CPA, PA</i></p> <p>G. Monica – <i>Florida Vocational Institute</i></p> <p>Lewis, Annette – <i>S. Davis &amp; Associates, PA.</i></p> <p>Robinson, 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 8:21am and welcomed all those present. Quorum of members present had not been achieved.

**2. Information – Financial Report – April 2017**

Chairman Gibson introduced the item and SFWIB Finance Assistant Director Gus Alonso further presented the following:

**Budget Adjustment:**

- No Revenue Adjustments

**Expenses:**

- Youth Services Decreased by \$30,904
- Training and Support Services Decreased by \$369, 096
- Other Programs and Contracts Increased by \$400,000

**Explanation of Significant Variances**

1. Training and Support Services – 47.4% versus 83%
2. Other Program & Contracts – low at 9.3% versus 83%

Chairman Gibson requested further details on the Training and Significant Variances. Mr. Alonso provided details. Chairman Gibson further requested details on the 9.3 variance for other programs & contracts and Mr. Alonso provided further details. Mr. Alonso additionally explained that 9% of the budgeted funds have been spent thus far. However, unused funds would carry over to the following year.

Chairman Gibson requested the status of PACE Center for Girls contract. Mr. Alonso explained that it did not materialized so the contract was cancelled.

[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 allocation. Mr. Alonso explained the decision. Executive Director Rick Beasley appeared before the Council and explained.

Chairman Gibson shared his concerns regarding pending projects that had been discussed at prior meetings. Mr. Beasley provided detailed updates on each project.

SFWIB Chairman Bridges requested a status on a detailed report that had been recommended by the Council of all pending projects. Mr. Beasley explained and assured a report would be provided at a later date.

SFWIB Chairman Bridges requested trainings be provided.

Mr. Datorre recommended trainings be a requirement in order to receive a contract.

There was continued discussion.

Ms. Lucia Davis-Raiford requested clarification on when trainings would take place during the contracting periods.

Ms. Maxwell requested a special session be conducted.

### **Item Tabled**

#### **3. Information – Bank Reconciliation – April 2017**

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

Mr. Datorre inquired about types of transitions. Mr. Alonso responded both Automated Clearing House (ACH) and paper check transactions are processed by CSSF.

No further questions or discussion.

#### **4. Approval of the Finance and Efficiency Council Meeting Minutes of April 20, 2017**

Mr. Andy Perez moved the approval of the Finance and Efficiency Council Meeting Minutes. Motion seconded by Mr. Roberto Datorre; **Further Discussion:**

SFWIB Chairman Bridges noted a scrivener's error regarding his title (refer to item#9 on page 2)

Vice Chairman Perez referenced page 3 of the minutes regarding the concerns of pending projects and recommended a special session, as requested by Ms. Maxwell, be conducted.

### **Motion Passed as Amended by Unanimous Consent**

#### **5. Information – Fiscal Monitoring Activity Report**

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

Chairman Gibson asked whether the deficiencies listed correlated with the disallowed costs. Mr. Alonso responded, "Yes".

Ms. Maxwell inquired about corrective actions and termination of contracts during for noncompliance. Mr. Alonso explained. She asked whether there were any recommendations to terminate any of the listed contracts. Mr. Alonso responded, "No".

Mr. Datorre requested staff provide the Council with copy of listed contracts to review.

Mr. Beasley further explained.

There was continued discussion.

**6. Recommendation as to Approval to Accept State of Florida Department of Economic Opportunity Workforce Innovation and Opportunity Act Funds**

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

SFWIB Chairman Bridges moved the approval to accept state of Florida Department of Economic Opportunity Workforce Innovation and Opportunity Act Funds. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

**1. Recommendation as to Approval to Adjust the FY 2016-2017**

Chairman Charles Gibson introduced the item. Mr. Alonso discussed and Mr. Beasley further presented.

Mr. Datorre inquired about carried forward percentages. Mr. Alonso explained

Mr. Roberto Datorre moved that approval to adjust the FY 2016-2017 budget. Motion seconded by Ms. Michelle Maxwell; **Motion Passed Unanimously**

**2. Recommendation as to Approval of the 2017-2018 Budget  
Chairman**

Mr. Beasley presented.

Mr. Andy Perez moved the approval of the 2017-2018 Budget. Motion seconded by Mr. Roberto Datorre; **Further Discussion(s):**

Chairman Gibson requested the budget be presented more in depth at a later date.

**Motion Passed Unanimously**

**3. Recommendation as to Approval of the Selection of an External Independent Audit Firm**

Chairman Charles Gibson introduced the item. Mr. Alonso and SFWIB Quality Assurance Supervisor Frances Gonzalez briefly discussed.

**Presentations Conducted by the Following:**

- a. Anthony Brunson, PA
- b. S. Davis and Associates

Questions by Council Members were Asked.

[Recess for deliberation of tally of scores]

**Final Scores:**

- a. Anthony Brunson, PA --- 96.80
- b. S. Davis and Associates – 89.40

**The consensus of the Council members recommended Anthony Brunson, PA to the full Board.**

**SFWIB Chairman Bridges moved the approval of Anthony Brunson, PA. Motion seconded by SFWIB Vice-Chairman Perez; Motion Passed by Unanimous Consent.**

There being no further business to come before the Council, the meeting adjourned at 9:50am.