



**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2B**

**DATE:** December 14, 2017 at 8:00AM

**AGENDA ITEM SUBJECT: MEETING MINUTES**

October 19, 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. Datorre, Roberto</li> <li>3. Maxwell, Michelle</li> </ol>	<ol style="list-style-type: none"> <li>4. Adrover, Bernardo</li> <li>5. Bridges, Jeff</li> <li>6. Davis-Raiford, Lucia</li> <li>7. Perez, Andy, Vice-Chairman</li> <li>8. Scott, Kenneth</li> </ol> <p><b>SFW STAFF</b>            Beasley, Rick            Alonso, Gustavo            Garcia, Christine</p>	<p>Brunson, Anthony – <i>Anthony Brunson, PA</i></p> <p>Costas, Jorge – <i>Youth Co-Op, Inc.</i></p> <p>Felipe, Daniel – <i>Cuban American National Council, Inc.</i></p> <p>Robinson, Audrey – <i>Anthony Brunson, PA</i></p> <p>Salado, Maylin – <i>Transition, 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 8:21am and welcomed all those present. Quorum of members present had not been achieved.

**2. Approval of the Finance and Efficiency Council Meeting Minutes of August 17, 2017**

Ms. Michelle Maxwell requested additional details related to a “below standards report” that had been requested by Vice-Chairman Perez (noted in the minutes).

**Item deferred due to lack of quorum**

**3. Information – Financial Report – August 2017**

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

**Budget Adjustment:**

- No budget Adjustments

**Expenses:**

1. Refugee Contract – on track – (65.1% vs. 66%)
2. Training and Support Services - (4.0% versus 16.7%)

Mr. Datorre requested additional information on refugee contract and Mr. Alonso explained that refugee employment and training contract period is from October and to September the following year.

Ms. Maxwell inquired about the youth program’s contract period and Mr. Alonso explained from June to July the following year.

Mr. Datorre asked whether if RET funding could carry over to the following year. Mr. Alonso responded, “No.”

Chairman Gibson inquired about the average percentage of year end unused RET funding. Mr. Alonso responded an average of five to 10 percent.

Chairman Gibson also inquired about funding the timeline of funds received the summer youth internship program. Mr. Alonso further explained

**4. Information – Bank Reconciliation – August 2017 and September 2017**

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

Mr. Datorre inquired about the number of accounts and Mr. Alonso explained that CSSF online has one account.

No further questions or discussion.

**5. Information – Audit Report**

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

No further questions or discussions.

**6. Information – Fiscal Monitoring Activity Report**

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

No further questions or discussions.

**7. Recommendation as to Approval to Accept Additional State of Florida Department of Economic Opportunity Supplemental Nutrition Assistance Program Funds**

Chairman Charles Gibson and Mr. Alonso further presented.

Ms. Maxwell asked whether contactors are randomly selected for monitoring. Mr. Alonso explained that all are monitored once a year.

Ms. Maxwell shared her concern regarding CSSF contractors not making efforts to acknowledge CSSF in their correspondences by including CSSF's logo. She specifically mentioned Youth Co-Op, Inc. as one of the contractors. She additionally inquired about overstated/understated employee salaries for contractors. Mr. Alonso explained. Ms. Maxwell later inquired about consequence for repeat findings and Mr. Alonso explained.

Mr. Datorre inquired about percentages of cost reimbursements and Mr. Alonso explained. He later inquired about the number of organizations/entities that entered a bid for service provider contract.

There was continued discussion.

**Item moved by consensus of council members present.**

**8. Recommendation as to Approval to Accept Additional State of Florida Department of Economic Opportunity Trade Adjustment Assistance Funds**

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

**Item moved by consensus of the members present.**

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