



**SFWIB FINANCE AND EFFICIENCY COUNCIL**

**AGENDA ITEM NUMBER: 2A**

**DATE:** April 19, 2018 at 8:00AM

**AGENDA ITEM SUBJECT: MEETING MINUTES**

February 15, 2018 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, Robert</li> <li>5. Scott, Kenneth</li> </ol>	<ol style="list-style-type: none"> <li>6. Adrover, Bernardo</li> <li>7. Davis-Raiford, Lucia</li> <li>8. Maxwell, Michelle</li> </ol> <p><b>SFW STAFF</b>            Garcia, Christine</p>	<p>Farinas, Irene – <i>Adults Mankind Organization, Inc.</i></p> <p>Someillan, Ana – <i>Adults Mankind Organization, 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 8:47am and requested a moment of silence for all that lost their lives during the recent school shooting at Stoneman Douglas High School. Quorum of members present had not been achieved.

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

Chairman Gibson introduced the item and newly promoted SFWIB Assistant Director of Finance Christine Azor further presented.

**Budget Adjustment:**

**Revenue:** There were no revenue adjustments

**Expenses:**

- Headquarter Costs decreased - \$236,332
- Refugee Services Increased - \$236,332
- Training and Support Services increased - \$152,790
- Other Programs and Contracts decreased - \$152,790

**Explanation of Significant Variances**

1. Training and Support Services – 16.1% versus 50%
2. Other Programs & Contracts - 2.3% versus 50% due to more emphasis has

Chairman Gibson questioned the 2.3% for Other Programs & Contracts and Ms. Azor further explained.

[Mr. Roberto Datorre arrived]

[Quorum had been verified; **No quorum**]

Chairman Gibson inquired about the NEG and Ms. Azor explained that it's the National Emergency Grant and the partnerships with the various entities. He requested additional details and she explained that those were clean up efforts as a result of the recent hurricane.

She additionally provided contract updates for the following programs/entities:

- Employ Miami-Dade (City of Miami)
- Future Bankers
- Take Stock in Children (TSIC)
- Mission United with United Way of Miami-Dade

There was continued discussion.

SFWIB Vice-Chairman Perez requested additional details on the delayed progress of Employ Miami-Dade's contract. Ms. Azor explained the delays. Mr. Perez asked whether Mr. Beasley can further explain the delays.

Mr. Datorre inquired about a similar contract that also did not materialized and the members of the Council explained that it was Florida International University's (FIU) contract. Both Ms. Azor and Mr. Scott explained.

Ms. Azor continued her review of the Agency summary detailed in the Financial Report.

Mr. Perez questioned the slowdown in expenditures. Ms. Azor further explained that the figures would possibly change once the budget adjustments were approved.

There was continued discussion.

**4. Information – Bank Reconciliation – November 2017 and December 2017**

Chairman Gibson introduced and Ms. Azor further presented.

No further questions or discussions.

**5. Information – Fiscal Monitoring Activities Reports**

Chairman Gibson introduced the item and Ms. Azor further presented.

Chairman Perez inquired about the disallowances and Ms. Azor additional explained. He asked whether if it was possibly an accountant error and Ms. Azor explained that it wasn't anything major. Vice-Chairman inquired about current disallowance thresholds and Ms. Azor further explained.

No further questions or discussions.

**6. Recommendation as to Approval of an Adjustment of the PY2017-18 Budget**

Chairman Gibson introduced the item and Ms. Azor further presented and read the item into record.

No further questions or discussions.

[SFWIB Chairman Jeff Bridges arrived; **Quorum Achieved**]

SFWIB Chairman Bridges moved the approval of an Adjustment of the PY 2017-18 Budget. Motion seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

**7. Recommendation as to Approval to Accept funds for the City of Homestead Summer Youth Employment Program**

Chairman Gibson introduced the item and Ms. Azor further presented.

Chairman Bridges moved the approval to accept funds for the City of Miami Gardens Summer Youth Employment Program. Motion Seconded by Mr. Roberto Datorre; **Motion Passed Unanimously**

Vice-Chairman Perez verified whether if the approval was to accept the funds for the City. Mr. Beasley responded, “Yes” then further explained.

**8. Recommendation as to Approval to Accept Funds for the City of Miami Gardens Summer Youth Employment Program**

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

Vice-Chairman Perez moved the approval to accept funds for the City of Miami Gardens Summer Youth Employment Program. Motion seconded by Mr. Kenneth Scott; **Motion Passed Unanimously**

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

Chairman Bridges moved the approval of FEC Meeting Minutes of August 17, 2017 and October 19, 2017; Motion seconded by Mr. Roberto Datorre; **Further Discussion(s):**

Vice-Chairman Perez requested a status on current contract negotiations with Employ Miami-Dade and Mr. Beasley provided updates.

Chairman Gibson asked whether the results of current delays have been resolved and Mr. Beasley stated that it’s currently in progress.

Vice-Chairman Perez also inquired about additional scholarships being offered by the State of Florida. Mr. Beasley provided an update. Vice-Chairman Perez additionally requested if the scholarships are transferable and Mr. Beasley responded, “Yes” and further explained they would be reassigned.

Chairman Bridges inquired about the reassignment process and Mr. Beasley further explained.

He additionally noted that Big Brothers Big Sisters would be the host for Take Stock in Children (TSIC).

**Motion Passed Unanimously**

**New Business (es):**

Mr. Beasley shared with the Council CSSF's current investments in the TechHire program at Big Brothers Big Sisters (where meetings had been held).

There being no further business to come before the Council, the meeting adjourned at 8:47am.