



Town of  
LOXAHATCHEE GROVES

Finance Advisory & Audit Committee Meeting  
Tuesday, May 26, 2015 at 7:00 p.m.  
Town Hall, Conference Room, 155 F Road

## MINUTES

### 1. OPENING

a. Call to Order & Roll Call

Chair Standish called the meeting to order 7:05 PM. Present were Chair Virginia Standish, Members Lung Chiu, Ken Johnson, Elise Ryan, and Greg Tindall. Also present was Jacob Horowitz, GCDE, Bill Underwood, Town Manager, Perla Underwood, UMSG

b. Approval of Agenda

Member Chiu Moved, Seconded by Member Ryan **to approve** the Agenda. Member Ryan questioned why Frank Schiola invoices was included in the Agenda. Ms. Underwood advised that Chair Standish had requested this item be placed on the Agenda, and it has always been the policy of the FAAC to place all member requests on Agendas for discussion and consideration.

Member Johnson advised that he is interested in protecting the citizens and their tax dollars. The vote on the motion to approve the agenda was unanimous, 5/0.

c. Appointment of Chair and Vice Chair

Member Ryan **nominated** Lung Chiu for Chairman. Member Tindall seconded the motion. Member Standish nominated Greg Tindall for Chair. Member Tindall declined the nomination. The vote on the motion was **3/2** with Members Ryan, Chiu, and Tindall voting in favor, and Members Standish and Johnson against.

Member Ryan Moved, Seconded by Chair Chiu **to nominate** Member Tindall as the Vice Chair. The vote on the motion was passed unanimously, 5/0.

**2. CONSENT AGENDA - None**

**3. PRESENTATION –**

a. Committee Member Sunshine Law Review – Jacob Horowitz, Goren Cherof, Doody & Ezrol

Jacob reviewed the Sunshine law for the State of Florida with reference to elected and/or appointed officials. He advised that the law does not apply to the Judiciary, State Legislators, fact-finding committees to gather data but not making findings analysis. Upon question from Member Johnson, Attorney Horowitz explained a narrowly defined authority, and advised that a private organization is not subject to the law. He further pointed out that if the Council requested a private organization to provide recommendations to a Town, that portion of the private organization would be subject to the Sunshine law.

He also highlighted who else is subject to the Sunshine laws to include:

- Procurement selection and evaluation committees when vendors are making presentations are not subject to open door. Ranking, evaluation, and discussion are all public.
- Sunshine laws apply to Members elect.
- Candidates are not subject unless they are incumbents.
- After advisory members are subject after your appointment.

Criminal penalties for violation are subject to committee members as well as elected members.

Attorney Horowitz also provided an overview of Florida State Statute Chapter 119 to include:

- Any record of the organization that you receive or produce is a public record.
- Drafts are public records as well as notes.
- Notes to one self are not a public record.
- Town emails are public records
- Personal emails relating to Town matters are public records

The Committee thanked Mr. Horowitz for providing the Committee the overview and recommended that all Committees be provided this information.

Chair Chiu announced a 5 minute recess at 8:20 to 8:25 pm.

**4. OLD BUSINESS - None**

**5. NEW BUSINESS**

a. Approval of FY 2015 April Financial Statements

1. Budget vs Actual

2. Bank Reconciliation
3. Detail Trial Balance through 04/30/2015

b. Bank Statements – April 2015 (*Not included as part of Agenda Packet*)

Member Ryan Moved, and Seconded by Member Standish to consider 5.a and b together. The vote on the motion was unanimous, 5/0.

Member Ryan requested the Committee table discussion with respect to the April Detail Trial balance as she did not feel that the report was provided in a timely matter for consideration. The Committee unanimously agreed to table review and discussion of the April Detail until the next meeting.

Following a lengthy discussion with respect to the April Financial Report, the Committee requested that staff make all the necessary corrections and changes as discussed, and include the April Reports at the next meeting for consideration and approval.

c. Review of the Frank Schiola Invoices, Waste Pro Invoices and Fines Assessments, Trac EZ Reports

Chair Standish advised that she had requested this item be placed on the Agenda for review after this matter was discussed at the previous Town Council Meeting.

Chair Chiu and Member Ryan advised that they did not feel the function of the FAAC was to review or audit vendor invoicing/contracts. Additionally, they advised that the Town Council did not request that the Committee do a review of the matter.

Following a lengthy discussion, no action was taken by the Committee.

d. Review of Reimbursements – April FY2015

The Committee reviewed mileage reimbursement. Member Ryan expressed her concern with the lack of detail on the mileage report submitted as she state that no odometer readings were recording for each trip, verification on number of trips made, nor did the reimbursement provide a certification by the specific employee.

Town Manager Underwood suggested that the Committee check Google maps so that she could be assured that the employee was not providing incorrect information with respect to the \$29.32 mileage reimbursement.

e. Approved FY2015 Budget Amendment – Receive and File

Bill Underwood provided the Committee with an overview of the Budget Amendment that was approved recently by the Town Council.

## **7. CLOSING COMMENTS**

a. Public

b. Committee Members

**8. ADJOURNMENT**

**The meeting was adjourned at 9:52 pm.**



Perla D. Underwood, UMSG



for Lung Chiu, Chair