



**VILLAGE OF EL PORTAL
VILLAGE COUNCIL
ADMINISTRATION & FINANCE COMMITTEE MEETING
MINUTES
TUESDAY, MARCH 14, 2017
7:30 PM**

- A. CALL TO ORDER:** Chairperson Mathis Jr. called the Administration & Finance committee meeting to order at 7:45PM.
- B. MOMENT OF SILENT MEDITATION & PLEDGE OF ALLEGIANCE:** Chairperson forgoes the moment of silent meditation & the pledge of allegiance, since it was done at the prior committee meeting.
- C. ROLL CALL:** The Chairperson asked the Clerk to read the roll call.

Present: Councilperson Harold E. Mathis, Jr., Chairperson
Mayor Claudia V. Cubillos, Vice Chair
Councilperson Vimari Roman, Member

Also present: David Rosemond, Village Manager
Eugene Morales, Chief of Police
Yenise Jacobi, Village Clerk
Irwin Williams, CFO
Councilperson Werner Dreher
Vice Mayor Nickerson

D. APPROVAL OF AGENDA: The Chair asked for any additions or amendments to the Agenda. Councilperson Roman asked for G8. Item to be added refrigerator. Chair asked for agenda approval with additions. Mayor Cubillos motioned, and Councilperson Roman second. The motion carried unanimously.

E. APPROVAL OF MINUTES:

E1. Minutes for March 14, 2017 Administration & Finance Committee Meeting, was motioned by Mayor Cubillos and Second by Councilperson Roman. Minutes approved.

F. GOOD & WELFARE: None noted.

G. AGENDA ITEMS:

- G1. CFO Discussion Financials
- G1a. Irwin went over the financial reports presentation
- G2. Tracking Report Review

G2a. Additions, deletions and any amendments made are reflected on the tracking report sheet.

G3. Attorney Contract

G3a. No contract is in place with Village Attorney it is on a month to month basis. Chair Mathis, Jr. stated that he would like to further discuss the last bill provided to the Village in the presence of the attorney.

G4. SOP for email responses from Village Manager & Village Clerk

G4a. Councilperson Roman expressed that she wanted a more immediate response that the one she was receiving.

G5. Deadline for Agenda Items

G5a. Agenda items to be emailed the Wednesday before each of the meetings.

G6. Libby Bowen Foundation

G6a. Mayor Cubillos stated that she wanted to honor her memory before the end of this year.

G7. Council & Committee Meetings Minutes

G7a. Chair Mathis, Jr. stated that we piggyback on the Miami Dade and it states time frame of 30 days.

G8. Refrigerator

G8a. Councilperson Roman stated that the condition in which the refrigerator was kept was disgusting and embarrassing in addition in need of a serious cleaning.

Note: Chair Mathis, Jr. stated that a bank resolution to change banks must be done and voted on the next council meeting in April.

H. **GOOD & WELFARE:** None noted.

Note: The committee was to meet again on March 26th to discuss Manager & CFO.

I. **ADJOURNMENT:** Chair Mathis, Jr. called for a motion to adjourn the Administration & Finance committee meeting. Mayor Cubillos made a motion and Councilperson Roman seconded the motion. The motion carried unanimously. Meeting adjourned at 9:21 P.M.

Respectfully submitted,

Yenise Jacobi
Village Clerk