

Brockton Redevelopment Authority
50 School Street, Brockton, MA 02301
Board of Directors Meeting Minutes
via Conference Call
Wednesday, April 1, 2020

In attendance:

Board: Phil Griffin, Suzanne Fernandez, Richard Johnson and Eugene Marrow

Staff: Robert Jenkins, Emily Hall, Zaias Andrade, Benvinda Oliveira, Cindy Kong, Jon Van Kuiken

Guests: Rob May, Auditors: Michael Alessandri & Louis Wystup

Phil Griffin opens meeting:

.

Phil: Vote to accept minutes

Suzanne Fernandez moves to accept based on correct file, Richard Johnson seconds, all in favor

Vote to authorize Robert Jenkins to execute contract with Stantec Consulting in the amount of \$4,600.00. Funds will come from City of Brockton Planning and Economic Development Department.

Richard Johnson Moved, Suzanne Fernandez & Eugene Marrow second, all in favor

Review and vote to approve FYE June 30, 2019 Audit,

Mr. Alessandri discussed the bases of the BRA's June 30, 2019 Audit. Mr. Alessandri point out BRA's material weaknesses in financial reporting and program financial transactions not recorded or recorded incorrectly in general ledger and not in accordance with BRA's policy and procedures. Summary of audit report and findings can be found on page 25 of the FYE June 30, 2019 Audit.

Mr. Eugene Marrow asked how this came about. Robert Jenkins indicated that errors were made by our previous accountant/bookkeeper and he should have been more aware and involved in our financial procedures.

Mr. Alessandri recommends that bookkeeper prints out a monthly report from QuickBooks including actuals and budget that Robert and Suzanne sign off on prior to each board meeting. Robert Jenkins has put together a good corrective action plan. We need to reestablish the monthly closeout checklist previously used.

More board of director monitoring is required.

Mr. Griffin stated he would rather have someone other than board member doing this. Can we hire you to come in and audit this monthly or quarterly? Wouldn't that handle it?

Mr. Alessandri: Yes, we could and that would catch any errors.

No other questions for Auditors

Audit submission deadline is April 30, but will probably be extended.

Robert Jenkins stated that the approval of the audit required a vote to accept FYE 2019 Audit Report. Changes and clarifications have been requested, you may vote now on updated report or wait until we receive the corrected report.

Robert Jenkins went through BRA's Corrective Action Plan. Question was asked and it was confirmed so that everyone understands that implementing the CAP will prevent this from happening again.

Mr. Eugene Marrow asked do we need someone with more experienced to make sure we are doing it correctly?

Robert explained that yes, our plan is to bring in a more experienced Accountant/Bookkeeper. Our previous accountant/bookkeeper/CPA, I trusted him to do it correctly, and he was for a while, but then he got sloppy and I was not monitoring him closely enough. When we realized it, we started to ease him out and hired Maria Croker do handle it. Maria's challenge is that she is not a QuickBooks expert . Auditor recommends we bring in a QuickBooks expert.

We have written policies and procedures that were not followed.

Ms. Suzanne Fernandes reiterated that the board need to see the information monthly. I am willing to review with Robert & the bookkeeper every month before board meeting.

Mr. Griffin asked that the financial reports be ready for May 6th meeting

Ms. Fernandes: Do we need to take a vote today?

Robert: Yes, based on clarifications promised by auditor.

Mr. Griffin: May I have someone make a motion to accept the Redevelopment Authority's 2019 audit report subject to all the changes and updates discussed today?

Ms. Fernandes: I will make that motion.

Mr. Marrow: I second

All in favor

New Business:

Robert: We are working with TDI (Transformative Development Initiative) to create a small grant (up to \$7,000) for businesses in the Downtown TDI district.

Mr. May: MassDevelopment has identified funds to distribute to Gateway Cities' TDI districts to provide small grants (up to \$7,000) to small businesses in the District. Robert has created an application for the businesses in the District to apply for the program and tell us about their businesses. We will work with the TDI Partners to review the applications and decide who gets what. Between the funds from MassDevelopment and money left over from Local Lift, we have about \$44,000 to distribute.

Mr. Marrow: Who does that?

Mr. May: it is a partnership with several large downtown businesses.

Mr. Marrow: Who is this for? Just for businesses in Downtown? Who determines what is downtown?

Robert: There is a map of the district. There are only 18 or 20 or 22 businesses downtown.

Mr. Marrow: How will you make sure these businesses know about it?

Robert: We will do outreach. It is partly George Durante's responsibility to contact the businesses, but there will also be information on the City web site. This is a limited amount of money for very small grants. This is a very small amount, it is just a band-aid to help, but this is going on until at least May 7, maybe even longer. This is just a band-aid until SBA gets things going.

Through the CARES Act, the BRA will be getting about \$841,179,000 in CDBG funds just for Covid-19.

Emily: For the CDBG funds, there will be a press release and more information from the Mayor's Office about how to apply for the funds, but it will be a somewhat similar process to the TDI Funds.

Mr. Marrow: Has the Mayor appointed a member for our board.

Robert Jenkins: He has not. He needs to appoint a new member and also reappoint Phil Griffin, but with all that is going on, he may not get around to it very quickly.

Robert Jenkins: The other new business is the CDBG. Congressman Keating sent out a list of who in Massachusetts is getting funds. Brockton is getting \$841,179,000.

We will be meeting to determine how we will make this information available.

Mr. May: We continue to promote local restaurants, with assistance from Kimsone Chau in the mayor's office, there is a list of restaurants that need customers. Please spread the word and order takeout.

Mr. Griffin: If there is no more new business, may I have a motion to Adjourn?

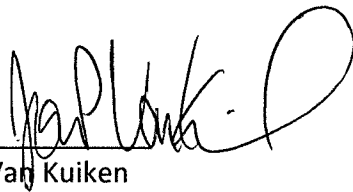
Mr. Marrow: I make a motion to adjourn

Ms. Fernandes: I second

All in favor

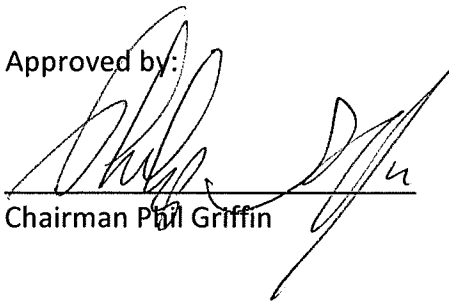
Mr. Griffin: Everyone stay well for the next meeting

Prepared by:



Robert Jenkins & Jon Van Kuiken

Approved by:



Chairman Phil Griffin

Please note that this meeting minutes was recorded