

TOWN OF LOXAHATCHEE GROVES

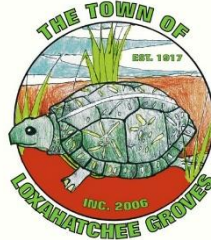
TOWN HALL COUNCIL CHAMBERS

155 F. ROAD, LOXAHATCHEE GROVES, FL 33470

FINANCE ADVISORY AND AUDIT COMMITTEE

AGENDA

AUGUST 17, 2026 – 5:30 PM



Tracy Raflowitz (Seat 2) - Chair

Jennifer Stephens (Seat 5) – Vice Chair

Lisa Murray (Seat 1), Committee Member

Frederick Hoo (Seat 3), Committee Member Samuel Harrity (Seat 4), Committee Member

Administration

Board Liaison: Yvonne Clayborne, CRI Advisors

Board Clerk: Gabriella Croasdaile, Assistant to the Town Clerk

Civility: Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in Town of Loxahatchee. Civility is practiced at all Town meetings.

Special Needs: In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

Quasi-Judicial Hearings: Some of the matters on the agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Town Council.

Appeal of Decision: If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

Consent Calendar: Those matters included under the Consent Calendar are typically self-explanatory, non controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

COMMITTEE AGENDA ITEMS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS, DELETIONS, AND/OR MODIFICATION TO THE AGENDA

APPROVAL OF THE MINUTES

- [1.](#) June 29, 2026 Finance Advisory & Audit Meeting Minutes

PUBLIC COMMENTS

REGULAR AGENDA

- [2.](#) Introduction of Yvonne Clayborne of Carr, Riggs, and Ingram (CRI) Advisors and Discussion on Strategic Pillars and Financial Objectives

COMMITTEE MEMBER COMMENTS

**Lisa Murray (Seat 1), Committee Member
Frederick Hoo (Seat 3), Committee Member
Samuel Harrity (Seat 4), Committee Member
Jennifer Stephens (Seat 5), Vice Chair
Tracy Rafflowitz (Seat 2), Chair**

CONFIRMATION OF THE NEXT MEETING DATE

ADJOURNMENT

Published and Posted on August 10, at 5:00 PM

By: Gabriella Croasdaile, Assistant to the Town Clerk/ Board Clerk

TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
155 F ROAD, LOXAHATCHEE GROVES, FLORIDA. 33470
FINANCE ADVISORY AND AUDIT COMMITTEE MINUTES
MONDAY, JUNE 29, 2026 – 5:00 PM – 7:20 PM



Meeting Audio Available Upon Request in the Office of the Town Clerk

CALL TO ORDER

The June 29, 2026, meeting of the Finance Advisory and Audit Committee (FAAC) was called to order at 5:00 PM by Chairperson, Tracy Raflowitz.

ROLL CALL & PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Chair Raflowitz. The roll call was called by Gabriella Croasdaile, Assistant to the Town Clerk.

Present:

- Tracy Raflowitz – Chairperson (Seat 2)
- Jennifer Stepehns – Vice Chair (Seat 5)
- Lisa Murray – Committee Member (Seat 1)
- Frederick Hoo – Committee Member (Seat 3)

Absent:

- Samuel Harrity – Committee Member (Seat 4)

Staff Present:

- Jeff Kurtz – Town Attorney
- David DiLena – Chief Finance Officer/ Committee Staff Liaison (via Zoom)
- Jacob DiLena – Accountant from Projected Point, Inc.
- Gabriella Croasdaile– Assistant to the Town Clerk/ Board Clerk

ADDITIONS, DELETIONS AND/OR MODIFICATIONS TO THE AGENDA

There were no additions, deletions, and/or modifications to the agenda.

Committee Member Murray expressed her discontent with receiving late access to the Blackbaud system. New members at the last meeting had requested access but did not receive log in credentials until 28 days later. She requested that moving forward any items or information necessary for meetings be provided earlier for ample time to review.

Chairperson Raflowitz also read aloud an unofficial motto she had prepared emphasizing the committee's commitment to asking thoughtful questions, reviewing facts, and providing sound financial recommendations to the Town Council. The statement highlighted that the committee's curiosity is intended to support good governance and accountability to taxpayers.

APPROVAL OF THE MINUTES

1. 06/01/2026 – Finance Advisory and Audit Committee Meeting Minutes

**MOTION: COMMITTEE MEMBER STEPHENS/ COMMITTEE MEMBER MURRAY
MOVED TO APPROVE THE 06/01/2026 FINANCE ADVISORY AND AUDIT
COMMITTEE MEETING. MOTION PASSED (4-0).**

PUBLIC COMMENTS

There were no public comments at this time.

REGULAR AGENDA

2. Continuation on Discussion and Recommendation(s) to the Town Council on the Procurement Policy

In the previous meeting the FAAC had briefly reviewed the procurement policy. This item will be a continuation of that discussion.

In Samuel Harritys absence the committee decided to read aloud his comments sent via email . His only comment regarding the procurement policy is about the number of limits for various approvals.

The committee followed his comments by having members raise any of their questions or concerns for discussion amongst staff and the committee.

Committee Member Murray brought up concerns regarding the limit of \$24,999 purchases that can be made by the Town Manager, as well as the fair and open competition process mentioned in the policy that states a preference for certain vendors. She expressed that having a legal team that reviews purchases and contracts would be a useful set of eyes during the process.

Attorney Kurtz clarified that while he does not overview every contract that goes through the Town as it is not feasible, he does review majority of contracts including the ones with bidding processes.

However, he did mention that reviewing a contract for legal sufficiency does not have to do with the business deal and understanding if the business deal is financially advantageous, this responsibility falls under Town management.

This committee stated that what the financial process seems to lack is a checks and balances approach where purchases, contracts, budget items are verified and are occurring according to the standard process. While the procurement policy has certain rules and regulations it does not function as a standard operating procedure for procurement. The committee agreed that having a standard operating procedure or a checklist would be a helpful tool to ensure correct procedures.

The current process for contracts is if the purchase is more than \$25k the contract goes to the Town Council; all other purchases under the threshold may be approved by the Town Manager. Emergency purchases over \$25k can be made by the Town Manager but must then be ratified by the Town Council. This \$25k threshold is common in municipalities as to not slow the process of projects. A large majority of contracts and invoices below and above the threshold are stored by the Finance Department in Blackbaud with their supporting documents. The committee mentioned that when they entered Blackbaud not all supporting documentation and items were up to date. In terms of verifying that there is no overspending in budget lines there are two controls. The annual audit as well as monthly budget line-item reports delivered from the finance team at Projected Point to the Town Manager. As well as the fact that all vendors are verified and inputted into the Blackbaud system by Projected Point. There are also lists provided to Council regarding cumulative purchases from a vendor that exceed \$10k and \$25k.

The committee agreed that in order to promote transparency between the public, Council, and staff that routine transparency reports would be ideal. Examples including monthly budget to actual reports, department specific reports, and internal audits. Along with these reports there were recommendations for random sampling for procurement policy and implementation of standard operating procedures. Ultimately the committee wants to ensure there is accountability and transparency within the Town's finances to prevent the mismanagement of money.

David DiLena presented the committee with a small overview presentation on the upcoming budget, including the millage rate and proposed increases to the road and drainage fund. Staff is proposing to keep the millage rate the same as the previous years at 3.2564 mills and to increase the road and drainage fund since historically the fund has had to be subsidized by the general fund. DiLena will provide more information and details as the budget cycle continues.

COMMENTS FROM COMMITTEE MEMBERS:

Chairperson Tracy Raflowitz thanked staff and the committee for their thoughtful participation. She emphasized the FAAC's responsibility to the Town to provide thoughtful discussion and to provide fact-based recommendations. Raflowitz expressed her previous recommendations to the Council focused on reducing unnecessary spending and strengthening the Town's long term financial position. She is enthusiastic about the new FACC committee and being able to work with them with the goal of transparency, accountability and sound financial planning in mind.

The committee emphasized that they would like to meet again for the audit and budget but also would like a workshop with the Town Council.

ADJOURNMENT

With no further business, a motion to adjourn was made by Committee Member Murray and seconded by Vice Chair Stephens. Motion Passed (4-0).

ATTEST:

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

Gabriella Croasdaile

Assistant to the Town Clerk

Tracy Rafterowitz

Finance Advisory and Audit Committee Chairperson



TOWN OF LOXAHATCHEE GROVES FINANCE AUDIT AND ADVISORY COMMITTEE AGENDA ITEM MEMORANDUM

Item 2.

TO: Finance Audit and Advisory Committee

FROM: Valerie Oakes, Acting Town Manager

DATE: August 10, 2026

SUBJECT: Introduction of Yvonne Clayborne of Carr, Riggs, and Ingram (CRI) Advisors and Discussion on Strategic Pillars and Financial Objectives

Legal Sufficiency: N/A

Background:

At the August 4 Town Council Regular meeting the Council voted unanimously to approve Resolution No.2026-65 to engage in services with CRI Advisors for financial and accounting functions for the Town. This discussion will serve as an introduction to Yvonne Clayborne from CRI Advisors.

As part of the introduction CRI Advisors will participate in a discussion regarding the committee's strategic pillars and financial objectives.

Recommendation/Motion:

The FAAC is requested to participate in the discussion, provide feedback on the Town's strategic planning pillars, and engage with the new financial advisors regarding the financial considerations for the Town's goals.

Attachments:

N/A