

Finance Committee Meeting
Tuesday, April 7, 2015
2:30 p.m.

MINUTES

MEMBERS PRESENT: William Merck, Melanie Cornell, Joseph Sarnovsky, Chuck Todd and Mark Wylie

MEMBERS ABSENT: Nicole Guillet

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Kameel Abdurrahman and Kaz Kasal

1. Welcome & Chair's Remarks

Mr. Merck called the meeting to order at 2:31 pm and welcomed those in attendance.

2. Roll Call/Establishment of Quorum

Ms. Kasal commenced with roll call and reported there was a quorum present.

3. Public Comment

None offered.

4. Approval of Minutes

A. 2/4/15 Joint Meeting of the Audit and Finance Committees

Mr. Todd made a motion to approve the minutes from the 2/4/15 Joint Meeting of Audit and Finance Committees' Meeting. Ms. Cornell seconded; motion passed.

5. INFORMATION/DISCUSSION ACTION ITEMS

A. Education Session – New Benefit Plan Options

Mr. Alvarez stated staff is reviewing employee benefits plan options for the upcoming fiscal year (7/1/15 through 6/30/16). Ms. Beecham stated that employee meetings were held in January 2015 for mid-year comprehensive discussion of current benefits. Subsequently, staff were surveyed and 70% responded that they were open to new strategies in plan options. The objective is to control costs while providing good health care benefits. Ms. Beecham provided an overview the type of benefit plan options: 1) defined benefit strategy - with an employee choice of up to 3 plans (this is what is currently in place) and 2) defined contribution strategy with an employee choice of up to 12 plan options. Ms. Beecham stated that employees' open enrollment on benefit plan options is scheduled for May 2015 and employees will have 10 days to review/select their plan.

After further review and discussion, Mr. Todd made a motion for HR Department to move forward in their research of various health plan options provided the costs are not more than 10% of current budget. Ms. Cornell seconded; motion passed.

B. DEO Monitoring Report

Mr. Alvarez referenced the document in the meeting packet entitled "2014-15 Financial

Compliance Monitoring Report” and reviewed the results.

C. Budget to Actual results through February 2015

Mr. Alvarez referenced the report entitled “FY 2014-2015 Budget vs. Actual Report – as of 2/28/15” and stated that expenditures are overall on track/in line with the budget. Also, exceeding 50% ITA goal at 59.2% and keeping Admin Cost below 7% target - currently at 6.6%.

D. Budget Timeline

Mr. Alvarez referenced the memo regarding the 15-16 FY budget timeline and stated that a budget workshop will be scheduled in May for the Finance and Program Review Committees will review the 15-16 draft budget (same format as last year). Ms. Kasal will survey the committees for a date during the last week in May. The full board will also be invited to this workshop.

E. Banking Services Procurement

Mr. Alvarez referenced the action item memo on the banking and financial institution solicitation. The RFP was posted on 2/27/15 and two proposals were received. The review team consisted of Mr. Edward Bass from the Audit Committee and three staff. Based on their evaluations, the review team ranked CNL Bank #1. CNL Bank, which is CareeSource Central Florida’s current bank, offered a larger menu of desired services and also staff have been satisfied with the level of service received from CNL Bank,

Ms. Cornell made a motion to forward to the Board the recommendation to maintain the banking relationship with CNL Bank. Mr. Todd seconded; motion passed.

F. Retirement Broker Procurement

Mr. Alvarez referenced the action item memo on the retirement broker solicitation. The RFP was posted on 2/27/15 and three proposals were received. The review team consisted of Mr. Merck from the Finance Committee and two staff. Based on their evaluations, the review team ranked Chepenik Financial #1. Chepenik Financial offered a fixed rate contract with a fee lower than current broker. The firm also has the capability to handle our size portfolio and offered insight on possible directions to go in the future.

Dr. Sarnovsky made a motion to forward to the Board the recommendation to approve Chepenick Financial as the institution of choice. Mr. Wylie seconded; motion passed.

6. Other Business

Ms. Nabors stated that staff will review how WIOA will affect overall budget at the workshop in May. With new funding received effective 7/1/15, Mr. Alvarez also discussed new circular and new uniform guidance requirements also effective 7/1/15.

Mr. Alvarez provided updates on the administration office move. Tentative move-in date is 4/27/15. Ms. Nabors thanked Ms. Cornell and Ms. Lang from HKS Architect for providing pro bono overview and design services.

Mr. Todd commended Ms. Beecham for her presentations at the Finance Committee Meetings – all

have been well-prepared and professional.

7. Upcoming Meetings

The Committee reviewed meeting dates as specified on the Agenda

8. Adjournment

There being no further business the meeting adjourned at 3:39 p.m.

Respectfully submitted,

Kaz Kasal