

**Finance Committee Meeting**  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825

**Tuesday, October 21, 2014**  
**2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** William Merck, Melanie Cornell, Nicole Guillet, Chuck Todd and Mark Wylie

**MEMBERS ABSENT:** Joseph Sarnovsky

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

**1. Roll Call / Establishment of Quorum**

Mr. Merck called the meeting to order at 2:04 p.m. and welcomed those in attendance.

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

**2. Public Comment**

None offered.

**3. Approval of Minutes**

**Mr. Wylie made a motion to approve the minutes from the 8/12/14 Joint Meeting of the Audit and Finance Committees. Ms. Cornell seconded, motion passed.**

**4. Information/Discussion Items**

➤ First Quarter 2014-15 Financial Results

Mr. Alvarez referenced the report entitled "FY 2014-2015 Budget vs. Actual Report – as of 9/30/14" and stated that the first quarter is in line with the budget. We are in better shape than last year at this time. Mr. Alvarez noted that with regard to the Program Services line at 32.5% - funds are/will be at elevated levels in fall and spring, as the spike in enrollments occur during this time. Also, we are exceeding ITA goal of 50% - currently at 60.5% and keeping Admin expenditures below 7% target - currently at 5.5%.

➤ Procurements – Banking & Retirement Plan

Mr. Alvarez referenced the memo entitled "CareerSource Central Florida – FY 2014-15 Procurements Timeline" and reviewed the planned procurement timelines for banking services and retirement plan services.

➤ 403(b) 2013 Financial Statement Report

Mr. Alvarez referenced the document entitled " CareerSource Central Florida 403(b) Plan – Financial Statements and Supplemental Schedules – as of 12/31/13 and 2012" and stated that the audit is complete and there are no findings or areas of non-compliance in the report. This is the second year with no issues. Mr. Alvarez also noted the following:

- Page 3 - "Statements of Net Assets Available for Benefits" – there is growth from 30% in 2012 to 60% in 2013. Education sessions have helped staff plan for retirement and also fees are lower as a result of increased participation.
- Page 13 - 2009 and 2011 contributions remitted late to plan (legacy issue) – working

with the ERISA attorney to get this corrected.

## 5. Action Items

### ➤ 403(b) Plan Modification/Recommendations

Mr. Alvarez referred to the document entitled "CareerSource Central Florida Proposed Retirement Plan Changes – Effective Plan Year beginning 1/1/15" and reviewed current plan design and proposed plan changes that staff is recommending. After review and discussion, the committee concurred on the following amendments:

- Vesting schedule for non-employee contributions:

0 to 1 Year	0%
1 to 2 Years	25%
2 Years	50%
3 Years	100%

- Under Loans section: remove #6
- Under Loans section: remove phrase "unless toward purchase of primary residence, then duration can be up to 30 years."

**Ms. Cornell made a motion to forward to full Board the proposed retirement plan changes to include the above amendments. Mr. Wylie seconded, motion passed.**

Mr. Wylie asked about the credit union option, as this would be a viable option for staff to attain loans. Ms. Nabors replied that this will be considered – they first need to educate staff on the pending changes.

### ➤ Facilities Update – South Orange Office

Mr. Alvarez referenced the memo on "Facilities Update" and reviewed the background and factors attributing to the staff recommendation to allow a two year lease extension (which is at current competitive market rates) of the South Orange County office.

**After review and discussion, Mr. Wylie made a motion to approve a two year lease extension of the South Orange office, with 1 year option to term. Mr. Todd seconded, motion passed.**

## 6. Adjournment

Mr. Merck thanked the committee for attending today's meeting. The committee concurred to have a ½ hour phone meeting in January 2015, prior to the 1/22/14 Board Meeting. Ms. Kasal will survey the committee for dates.

There being no other business, the meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor