

DRAFT

Audit and Finance Committees' Virtual Meeting

**Wednesday, January 10, 2024
2:30 p.m.**

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, Matt Walton, Wendy Brandon, Lorie Bailey-Brown, Keira des Anges, Leslie Felix, Wendy Ford, Shawn Hindle, Kristy Mullane, Gaby Ortigoni, Michelle Sperzel, and Stephanie Taub

MEMBERS ABSENT: Angela Rex

STAFF PRESENT: Leo Alvarez, Tadar Muhammad, Kristi Vilardi, Fabia Diaz and Kaz Kasal

GUESTS PRESENT: Brian Liffick, Matt Carr / Cherry Bekaert

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Audit Committee Chair, called the meeting to order at 2:30 pm.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum present with both the Audit and Finance Committees.	
3	Public Comment None Offered.	
4	Approval of Minutes Audit Committee reviewed the minutes from the 9/6/23 Audit Committee meeting. Finance Committee reviewed the minutes from the 10/18/23 Finance Committee meeting.	Mr. Hindle made a motion to approve the minutes from the 9/6/23 Audit Committee meeting. Ms. Ortigoni seconded; motion passed unanimously. Mr. Hindle made a motion to approve the minutes from the 10/18/23 Finance Committee meeting. Mr. Walton seconded; motion passed unanimously.
5	Information	
	<u>Audit Committee Items:</u> <ul style="list-style-type: none">Acceptance of 2 CFR 200 Audit Report<ul style="list-style-type: none">Reviewed presentation entitled "Audit Executive Summary" for CareerSource Central Florida's Fiscal Year Ending 6/30/2023 (attachment) provided by Mr. Brian Liffick and Mr. Matthew Carr with Cherry Bekaert, CSCF's independent auditor.	Mr. Hindle made a motion to move to CSCF Board for final approval and acceptance of the 2 CFR 200 Audit Report, as presented, for Fiscal Year 2022-2023. Ms. Bailey-Brown seconded; motion passed unanimously.

	<ul style="list-style-type: none"> - Highlights from audit results presentation: <ul style="list-style-type: none"> o Clean, unmodified opinion on financial statements o No findings on compliance o No significant deficiencies or material weaknesses • Florida Commerce Monitoring Results (FY 2022-2023) <ul style="list-style-type: none"> - Reviewed memo summarizing FY 2022-2023 Florida Commerce monitoring results for both program and fiscal (attachment). <ul style="list-style-type: none"> o Programs: 5 findings – all instances of minor errors in administrative matters. o Financials: 0 findings, 0 noncompliance issues, and 1 observation which has been addressed and no further action required to resolve this observation. <p><u>Finance Committee Items:</u></p> <ul style="list-style-type: none"> • Retirement 403b Audit Report <ul style="list-style-type: none"> - Reviewed CSCF’s retirement 403b plan’s audit report for year ending 6/30/23 (attachment). So far, a clean audit process and 95% complete. • Mid-Year Financials <ul style="list-style-type: none"> - Reviewed financials through 2nd quarter, 7/1/23 thru 12/31/23 (attachment). Overall, on track for mid-year at 50.4% of budget expended. • Benefits Broker Services Update <ul style="list-style-type: none"> - Mr. Alvarez, CFO, provided following updates on health benefits broker: <ul style="list-style-type: none"> o Notification to non-renew sent to CSCF’s current health benefits broker. o Currently CSCF is negotiating contract terms with new benefits broker to take effect 4/1/24. 	
6	<p>Other Business</p> <ul style="list-style-type: none"> • None offered. 	
7	<p>Adjournment Meeting adjourned at 3:22 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator

