



DRAFT
Audit and Finance Committees' Virtual Meeting

Wednesday, January 18, 2023
1:30 p.m.

MINUTES

MEMBERS PRESENT: Sheri Olson, Matt Walton, Wendy Brandon, Lorie Bailey-Brown, Glen Casel, Keira des Anges, Leslie Felix, Wendy Ford, Kristy Mullane, Bryan Orr, and Gaby Ortigoni

MEMBERS ABSENT: Shawn Hindle, Manuel Rascon, Angela Rex, Eric Ushkowitz and Fred Winterkamp

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Sean Masherella and Kaz Kasal

GUESTS PRESENT: Brian Liffick / Cherry Bekaert

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, Audit Committee Chair, called the meeting to order at 1:34 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 9/7/22 Audit Committee meeting. Finance Committee reviewed the minutes from the 10/19/22 Finance Committee meeting.	Ms. Ford made a motion to approve the minutes from the 9/7/22 Audit and Finance Committees' meeting. Ms. Bailey Brown seconded; motion passed unanimously. Mr. Orr made a motion to approve the minutes from the 10/19/22 Finance Committee meeting. Ms. des Anges seconded; motion passed unanimously.
5	Information	
	<u>Acceptance of 2 CFR 200 Audit Report</u> <ul style="list-style-type: none"> Reviewed presentation entitled "CareerSource Central Florida Audit Executive Summary" for Fiscal Year Ending 6/30/2022 (attachment) provided by Mr. Brian Affick with Cherry Bekaert, CSCF's independent auditor. 	Ms. Mullane 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 2021-2022. Ms. Ford seconded; motion passed unanimously.

	<p>Highlights from audit results presentation:</p> <ul style="list-style-type: none"> ○ Unmodified opinion on financial statements ○ No findings on compliance ○ No significant deficiencies or material weaknesses <ul style="list-style-type: none"> ● Mr. Affick noted that audit is in progress on CSCF's 403(b) plan. <p><u>DEO Monitoring Results (FY 2021-2022)</u></p> <ul style="list-style-type: none"> ● Reviewed memo summarizing FY 2021-2022 DEO monitoring results for both program and fiscal (attachment). <ul style="list-style-type: none"> ○ Programs: 7 findings – all instances of minor errors in either forms, timeliness or coding; and are being addressed with internal improvements. ○ Financials: no findings, one observation related to contract language, which has been addressed with correction to include all compliance language on template for contracts. <p><u>Mid-Year Financials</u></p> <ul style="list-style-type: none"> ● Reviewed financials through 12/31/22, as well as mid-year comparison current year vs. previous year (attachment). Overall, on track for mid-year with 49% of budget expended. <p><u>Budget Adjustment</u></p> <ul style="list-style-type: none"> ● Reviewed budget adjustment of additional funding (attachment). <p><u>Finance ERP Budget Update</u></p> <ul style="list-style-type: none"> ● Reviewed update and timeline of activities with CSCF's new financial ERP system. Currently 64% complete and set to go live in April 2023 (attachment). 	<p>Ms. des Anges made a motion to approve for Board's final approval Budget Adjustment from \$45M to \$46.5M, as presented. Ms. Brandon seconded; motion passed unanimously.</p>
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6	<p>Other Business</p> <ul style="list-style-type: none"> Mr. Alvarez reported that he, CFO and Ms. Burke, VP of Human Resources have been working with OneDigital on a 1-3 year strategic plan on overall benefits, which will be presented at the next Finance Committee Meeting. 	
7	<p>Adjournment Meeting adjourned at 2:30 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator