



DRAFT
Joint Meeting of the Audit and Finance Committees

Hanson, Walter & Associates
8 Broadway, Suite 104, Kissimmee, FL

Thursday, January 31, 2019
11:30 a.m.

MINUTES

MEMBERS PRESENT: Wendy Brandon, Keira des Anges, Timothy Jecks, Leland Madsen, Kristy Mullane, Diana Rodriguez, Eric Ushkowitz, Larry Walter, Matt Walton and Mark Wylie

MEMBERS ABSENT: Glen Casel, Nicole Guillet, and Olga Rabel

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Janet Saunders and Kaz Kasal

GUESTS PRESENT: Tony Grau / Grau & Associates

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walter, Audit Committee Member Chair, called the meeting to order at 11:35 am.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum present on both the Audit and Finance Committees.	
3	Public Comment None Offered.	
4	Approval of Minutes Audit Committee reviewed the minutes from the 9/20/18 Audit Committee meeting. Finance Committee reviewed the minutes from the 10/25/18 Finance Committee meeting.	Mr. Madsen made a motion to approve the minutes from the 9/20/18 Audit Committee meeting. Mr. Walter seconded; motion passed unanimously. Mr. Walton made a motion to approve the minutes from the 10/25/18 Finance Committee meeting. Mr. Wylie seconded; motion passed unanimously.
5	Information	
	<u>Presentation from Grau & Associates</u> <ul style="list-style-type: none"> Reviewed presentation entitled "CareerSource Central Florida Audit Wrap Up Fiscal Year End 6/30/18" (attachment) provided by Mr. Tony 	Ms. Mullane made a motion to accept the 2 CFR 200 Audit Report for Fiscal

	<p>Grau, Partner with Grau & Associates, CSCF's independent auditor.</p> <p>Highlights from audit wrap-up presentation:</p> <ul style="list-style-type: none"> – Unmodified opinion issued for financial statements and statement of expenditures of federal awards – No internal control findings – No deficiencies or material weaknesses <ul style="list-style-type: none"> • Mr. Grau commented that audit went smoothly and staff responded in a timely and professional manner. <p><u>Year-Round Audit/Monitoring Process</u></p> <ul style="list-style-type: none"> • Reviewed memo (attachment) on types of audit and monitoring activities and frequency of activity during the fiscal year. <p><u>Budget vs. Actual – mid-year</u></p> <ul style="list-style-type: none"> • Reviewed financial and operations reports (attachments) through 12/31/18. <p><u>Two-Year Comparison and Fiscal Year Projections</u></p> <ul style="list-style-type: none"> • Reviewed two year comparison budget/expenditures - current vs. previous year as of 12/31/18 (attachment). <p><u>Facilities Update</u></p> <ul style="list-style-type: none"> • Reviewed status on lease updates with CSCF's Seminole, Osceola and West Orange offices. • Received status update on buildout of CSCF's Lake office. 	<p>Year 2017-18. Mr. Madsen seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 12:45 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator