



Audit and Finance Committees' Virtual Meeting

**Tuesday, October 13, 2020
2:30 p.m.**

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, Larry Walter, Lorie Bailey-Brown, Keira des Anges, Wendy Ford, Sheri Olson, Angela Rex, Diana Rodriguez, Matt Walton, Fred Winterkamp and Mark Wylie

MEMBERS ABSENT: Wendy Brandon, Glen Casel, Nicole Guillet, and Kristy Mullane,

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

GUESTS PRESENT: David Caplivski / Grau & Associates

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walter, Audit Committee Chair, called the meeting to order at 2:31 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 2/11/20 Audit Committee meeting. Finance Committee reviewed the minutes from the 6/9/20 Finance Committee meeting.	Ms. Bailey Brown made a motion to approve the minutes from the 2/11/20 Audit and Finance Committees' meeting. Ms. Olson seconded; motion passed unanimously. Mr. Walton made a motion to approve the minutes from the 6/9/20 Finance Committee meeting. Ms. des Anges seconded; motion passed unanimously.
5	Information	
	<u>Audit Committee Charter – Annual Review</u> <ul style="list-style-type: none"> • Reviewed Charter (attachment) and concurred no changes needed at this time. <u>Fiscal Year 2019-2020 Audit Planning</u> <ul style="list-style-type: none"> • Mr. David Caplivski with Grau & Associates, provided an overview on audit planning for FY 19-20 (attachment). 	

	<ul style="list-style-type: none"> ○ Reviewed conduct of audit, objective, timing and plan. Field work has begun and should wrap up in November. <p><u>Finance Committee Charter – Annual Review</u></p> <ul style="list-style-type: none"> ● Reviewed Charter (attachment) and concurred no changes needed at this time. <p><u>Financial Reports</u></p> <ul style="list-style-type: none"> ● Reviewed financials through 8/31/20 (attachment). <p><u>Facilities Update – Action Item (attachment)</u></p> <ul style="list-style-type: none"> ● Mr. Walton, Facilities Ad Hoc Committee Chair, stated the Committee met on 10/1/20 to review CSCF Seminole County office’s current lease terms, market rates and renewal options. The Committee concurred renewing lease would be most viable option and recommends Finance Committee to approve staff continuing lease negotiations to renew its Seminole County office lease prior to 6/30/21 renewal. 	<p>Ms. des Anges made a motion to approve allowing staff to continue lease negotiations with CSCF Seminole County office’s landlord for a 5 year renewal and to forward to Board for final approval. Mr. Walton seconded; motion passed unanimously.</p>
6	<p>Other Business Reviewed CSCF’s forthcoming phone system upgrade. Committee concurred the upgrade will provide efficiencies for CSCF.</p>	
7	<p>Adjournment Meeting adjourned at 3:32 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator