



## Finance Committee Meeting

Tuesday, October 8, 2019 / 2:30 p.m.

### MINUTES

**MEMBERS PRESENT:** Eric Ushkowitz, Wendy Brandon, Keira des Anges, Nicole Guillet, Matt Walton and Mark Wylie

**MEMBERS ABSENT:** Glen Casel and Daniel Turlington

**STAFF PRESENT:** Pam Nabors, Leo Alvarez, Kierstyn Bishop and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Ushkowitz, Finance Committee Chair, called meeting to order at 2:35 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<p><b>Action Items</b></p> <p><u>Approval of Minutes</u></p> <ul style="list-style-type: none"> <li>Reviewed draft minutes from 6/6/19 Finance Committee Meeting</li> </ul> <p><u>Revised Charter Approval</u></p> <ul style="list-style-type: none"> <li>Reviewed proposed revisions to the Finance Committee Charter (attachment) which includes clarification of purpose and metrics.</li> </ul> <p><u>FY 2019-20 Budget Revisions</u></p> <ul style="list-style-type: none"> <li>Reviewed budget adjustment (attached) of an additional \$700K in National Emergency Grant Funding that CSCF received so as to positively closeout open case files for customers effected by Hurricane Maria.</li> </ul>	<p><b>Mr. Walton made a motion to approve the minutes from the 6/6/19 Finance Committee Meeting. Ms. des Anges seconded; motion passed unanimously.</b></p> <p><b>Mr. Walton made a motion to approve the revised Charter as presented. Ms. des Anges seconded; motion passed unanimously.</b></p> <p><b>Ms. Brandon made a motion to approve allocation, as presented, of the additional \$700K in National Emergency Grant Funding that CSCF received. Ms. des Anges seconded; motion passed unanimously.</b></p>



Agenda Item	Topic	Action Item / Follow Up Item
	<p><u>RFQ – Computer Equipment</u></p> <ul style="list-style-type: none"> <li>Reviewed recommendation memo on Computer Equipment RFQ (attachment). The Review Team consisted of Mr. Walton and CSCF staff. Based on evaluation of the three proposals received, the Review Team recommends NETSYNC.</li> </ul>	<p><b>Mr. Walton made a motion to select NETSYNC as the preferred vendor for the purchase of desktop and laptop computers, at a cost not to exceed \$250,000. Mr. Wylie seconded; motion passed unanimously.</b></p>
5	<b>Information</b>	
	<p><u>Budget vs. Actual - as of 8/31/19</u></p> <ul style="list-style-type: none"> <li>Reviewed financials (attachment) through 8/31/19.</li> </ul> <p><u>Two-Year Comparison – as of 8/31/19</u></p> <ul style="list-style-type: none"> <li>Reviewed current year budget and two year comparison as of 8/31/19 (attachment).</li> </ul> <p><u>Facilities Update</u></p> <ul style="list-style-type: none"> <li>Reviewed updates on Osceola office – construction scheduled for completion mid-November and transition is expected to occur in December.</li> <li>Reviewed updated on West Orange office – working through second version of site plan. Transition is expected to occur February/March 2020 timeframe.</li> <li>Discussed establishing more presence in Sumter County.</li> </ul>	
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>None offered.</li> </ul>	
7	<p><b>Adjournment</b> There being no other business, the meeting was adjourned at 3:28 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator