



Joint Meeting of the Audit and Finance Committees

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

**Tuesday, February, 2020
11:30 a.m.**

MINUTES

MEMBERS PRESENT: Larry Walter, Lorie Bailey-Brown, Michelle Bishop, Wendy Brandon, Glen Casel, Keira des Anges, Wendy Ford, Diana Rodriguez, Daniel Turlington, Matt Walton, and Fred Winterkamp

MEMBERS ABSENT: Nicole Guillet, Kristy Mullane, Eric Ushkowitz and Mark Wylie

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

GUESTS PRESENT: David Caplivski / Grau & Associates

| Agenda Item | Topic | Action Item / Follow Up Item |
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| 1 | Welcome Mr. Walter, Audit Committee Member Chair, called the meeting to order at 11:42 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 9/17/19 Audit Committee meeting. Finance Committee reviewed the minutes from the 10/8/19 Finance Committee meeting. | Mr. Winterkamp made a motion to approve the minutes from the 9/17/19 Audit Committee meeting. Ms. Ford seconded; motion passed unanimously. Ms. Brandon made a motion to approve the minutes from the 10/8/19 Finance Committee meeting. Mr. Casel 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 6/30/19" (attachment) provided by Mr. David | Ms. Ford made a motion to accept the 2 CFR 200 Audit Report for Fiscal Year 2018-19. Mr. Winterkamp |

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| | <p>Caplivski 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 <p><u>Procurement Policy – Proposed Revisions</u></p> <ul style="list-style-type: none"> • Reviewed following two proposed revisions: <ol style="list-style-type: none"> 1) Section 5A 3 c): “Bids and Formal Requests for Proposals”: change to “Executive Committee” instead of “Board of Directors” for approval to issue a solicitation and its material elements. This revision does not affect full board making final procurement decision. 2) Table of Authorities: raise the threshold from \$5,000 to \$10,000 for required signature of VP/CFO and department VP’s. <p><u>Office Furniture Procurement – West Orange Career Center (attachment):</u></p> <ul style="list-style-type: none"> • Reviewed procurement process and CSCF’s recommendation to select Empire as furniture vendor for West Orange Career Center. This is second time CSCF would use Empire this fiscal year, as vendor was used for CSCF’s Osceola Career – which would be bring grand total purchases over \$150,000 threshold. <p><u>Mid-Year Financials (attachment)</u> Reviewed financials through 12/31/19, as well as mid-year comparison current year vs. previous year.</p> <p><u>Facilities Subcommittee</u> Audit and Finance Committees discussed and concurred on the advantage of forming ad hoc subcommittees, as needed, to support and expertly guide admin staff during lease negotiations, estimates for buildouts, and other similar situations beyond staff’s scope of expertise.</p> | <p>seconded; motion passed unanimously.</p> <p><i>Staff to delineate net assets coming from government funds vs. other revenue for next year’s audit.</i></p> <p>Mr. Walton made a motion to approve revisions to Procurement Policy as presented and forward to Board under Consent Agenda. Ms. des Anges seconded; motion passed unanimously.</p> <p>Ms. des Anges made a motion to move to Board for approval the selection of Empire as preferred vendor of office furniture purchases for West Orange Career Center. Mr. Turlington seconded; motion passed unanimously</p> |
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| 6 | Other Business Reviewed letter from Office of Inspector General confirming allegation was unsubstantiated (attachment). | |
| 7 | Adjournment Meeting adjourned at 12:37 p.m. | |

Respectfully submitted,

Kaz Kasal
Executive Coordinator