



Audit and Finance Committees' Virtual Meeting

Tuesday, February 8, 2022
2:30 p.m.

MINUTES

MEMBERS PRESENT: Sheri Olson, Eric Ushkowitz, Lorie Bailey-Brown, Glen Casel, Keira des Anges, Leslie Felix, Wendy Ford, Shawn Hindle, Manuel Rascon, Angela Rex,

MEMBERS ABSENT: Wendy Brandon, Glen Casel, Kristy Mullane, Matt Walton and Fred Winterkamp

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

GUESTS PRESENT: Tony Grau / Grau & Associates

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Ms. Olson, Audit Committee Chair, called the meeting to order at 2:33 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 10/5/21 Audit & Finance Committees' meeting. Finance Committee reviewed the minutes from the 10/5/21 Audit & Finance Committees' meeting.	Mr. Hindle made a motion to approve the minutes from the 10/5/21 Audit and Finance Committees' meeting. Ms. Ford seconded; motion passed unanimously. Mr. Hindle made a motion to approve the minutes from the 10/5/21 Audit and Finance Committees' 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 Workforce Board Audit - Fiscal Year End 6/30/2021" (attachment) provided by Mr. Tony Grau with Grau & Associates, CSCF's independent auditor. 	Committee concurred to move to CSCF Board for final approval and acceptance of the 2 CFR 200 Audit Report for Fiscal Year 2020-2021

	<p>Highlights from audit wrap-up presentation:</p> <ul style="list-style-type: none"> ○ Unmodified opinion on compliance ○ No findings ○ No significant deficiencies or material weaknesses <p><u>DEO Monitoring Results (FY 2020-2021)</u></p> <ul style="list-style-type: none"> ● Reviewed memo summarizing FY 2020-2021 DEO monitoring results for both program and fiscal (attachment). <p><u>Procurement of Audit Services</u> Reviewed action memo on procurement process for Audit Services (attachment) and recommendation to negotiate with selected firm.</p> <p><u>Procurement of MFD Copier Replacement</u> Reviewed action memo on procurement process for MFD Copier Replacement (attachment) and recommendation to negotiate with selected vendor.</p> <p><u>Procurement of Laptop/Docking Station Replacement</u> Reviewed action memo on procurement process for Laptop/Docking Station Replacement (attachment) and recommendation to negotiate with selected vendors.</p> <p><u>Retirement Plan – 403(b) Audit Results</u> Reviewed retirement plan 403(b) audit results (attachment) which resulted in a clean report, no issues.</p> <p><u>Mid-Year Financials</u></p> <ul style="list-style-type: none"> ● Reviewed financials through 12/31/21, as well as mid-year comparison current year vs. previous year (attachment). Overall, tracking 12% behind but will catch up during 2nd half of year. 	<p>Ms. Bailey-Brown made a motion to approve for Board’s final approval for staff to negotiate with the highest evaluated proposer for Audit Services: Cherry Bakaert LLP. Mr. Hindle seconded; motion passed unanimously.</p> <p>Ms. des Anges made a motion to approve for Board’s final approval for staff to negotiate with the highest evaluated proposer for MFD Copier Replacement: SISSINE’s. Mr. Hindle seconded; motion passed unanimously.</p> <p>Mr. Hindle made a motion to approve for Board’s final approval for staff to negotiate with the two highest evaluated proposers for Laptop/Docking Station Replacement: SHI and CDW-G. Ms. des Anges seconded; motion passed unanimously.</p>
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	<p><u>Budget Adjustment</u></p> <ul style="list-style-type: none"> Reviewed budget adjustment of additional funding (attachment). <p><u>Transfer of WIOA Adult/DW Funding</u></p> <ul style="list-style-type: none"> Reviewed action memo on transfer of WIOA Adult/DW funding (attachment). 	<p>Ms. des Anges made a motion to approve for Board’s final approval Budget Adjustment from \$42M to \$45M, as presented. Mr. Hindle seconded; motion passed unanimously.</p> <p>Ms. des Anges made a motion to approve for Board’s final approval to add transfer of funds flexibility between WIOA Adult and Dislocated Worker (DW) funding, as presented. Mr. Ushkowitz seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 3:40 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator