



**DRAFT**  
**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	<b>Welcome</b> Ms. Olson, Audit Committee Chair, called the meeting to order at 2:33 pm.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, CSCF Executive Coordinator, reported a quorum present with both the Audit and Finance Committees.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> 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.	<b>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.</b>  <b>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.</b>
5	<b>Information</b>	
	<u>Presentation from Grau &amp; Associates</u> <ul style="list-style-type: none"> <li>Reviewed presentation entitled "CareerSource Central Florida Workforce Board Audit - Fiscal Year End 6/30/2021" (attachment) provided by Mr. Tony Grau with Grau &amp; Associates, CSCF's independent auditor.</li> </ul>	<b>Committee concurred to move to CSCF Board for final approval and acceptance of the 2 CFR 200 Audit Report for Fiscal Year 2020-2021</b>

Highlights from audit wrap-up presentation:

- Unmodified opinion on compliance
- No findings
- No significant deficiencies or material weaknesses

DEO Monitoring Results (FY 2020-2021)

- Reviewed memo summarizing FY 2020-2021 DEO monitoring results for both program and fiscal (attachment).

Procurement of Audit Services

Reviewed action memo on procurement process for Audit Services (attachment) and recommendation to negotiate with selected firm.

Procurement of MFD Copier Replacement

Reviewed action memo on procurement process for MFD Copier Replacement (attachment) and recommendation to negotiate with selected vendor.

Procurement of Laptop/Docking Station Replacement

Reviewed action memo on procurement process for Laptop/Docking Station Replacement (attachment) and recommendation to negotiate with selected vendors.

Retirement Plan – 403(b) Audit Results

Reviewed retirement plan 403(b) audit results (attachment) which resulted in a clean report, no issues.

Mid-Year Financials

- 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 2<sup>nd</sup> half of year.

**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.**

**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.**

**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><b><u>Budget Adjustment</u></b></p> <ul style="list-style-type: none"> <li>Reviewed budget adjustment of additional funding (attachment).</li> </ul> <p><b><u>Transfer of WIOA Adult/DW Funding</u></b></p> <ul style="list-style-type: none"> <li>Reviewed action memo on transfer of WIOA Adult/DW funding (attachment).</li> </ul>	<p><b>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.</b></p> <p><b>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.</b></p>
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 3:40 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator