



Audit and Finance Committees' Virtual Meeting

**Tuesday, February 9, 2021
2:30 p.m.**

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, Larry Walter, Lorie Bailey-Brown, Keira des Anges, Leslie Felix, Wendy Ford, Sheri Olson, Angela Rex, 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; Joe DeBello / OneDigital

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Ushkowitz, Finance Committee Chair, called the meeting to order at 2:35 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 10/13/20 Audit & Finance Committees' meeting. Finance Committee reviewed the minutes from the 10/13/20 Audit & Finance Committees' meeting.	Ms. Bailey Brown made a motion to approve the minutes from the 10/13/20 Audit and Finance Committees' meeting. Ms. Olson seconded; motion passed unanimously. Mr. Wylie made a motion to approve the minutes from the 10/13/20 Audit and Finance Committees' meeting. Ms. des Anges 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 6/30/2020" (attachment) provided by Mr. David Caplivski with Grau & Associates, CSCF's independent auditor. <p>Highlights from audit wrap-up presentation:</p>	Ms. Bailey Brown made a motion to accept the 2 CFR 200 Audit Report for Fiscal Year 2019-2020. Mr. Winterkamp seconded; motion passed unanimously.

	<ul style="list-style-type: none"> ○ Unmodified opinion issued for financial statements and statement of expenditures of federal awards ○ No findings ○ No significant deficiencies or material weaknesses <p><u>DEO Monitoring Results (FY 2019-2020)</u></p> <ul style="list-style-type: none"> ● Reviewed memo summarizing FY 2019-2020 DEO monitoring results for both program and fiscal (attachment). <p><u>403B Retirement Plan Update</u> Reviewed retirement plan updates provided by Mr. Joe DeBello with OneDigital (attachment). Recommendations will be provided at the next meeting.</p> <p><u>Mid-Year Financials</u></p> <ul style="list-style-type: none"> ● Reviewed financials through 12/31/20, as well as mid-year comparison current year vs. previous year (attachment). <p><u>Budget Adjustment</u></p> <ul style="list-style-type: none"> ● Reviewed budget adjustment of additional revenue totaling \$9.5M (attachment). 	<p>Ms. Bailey Brown made a motion to accept the DEO Monitoring Report for Fiscal Year 2019-2020. Ms. Ford seconded; motion passed unanimously.</p> <p>Mr. Walton made a motion to approve budget adjustment, as presented. Ms. des Anges seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting adjourned at 3:56 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator