



**DRAFT**  
**Finance Committee Meeting**

**Wednesday, April 12, 2023**  
**2:30 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Ushkowitz, Wendy Brandon, Keira des Anges, Shawn Hindle, Bryan Orr and Matt Walton

**MEMBERS ABSENT:** Glen Casel and Manuel Rascon

**STAFF PRESENT:** Leo Alvarez, Pam Nabors, Sheril Capleton, Fabia Diaz and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Ushkowitz, Finance 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.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> Finance Committee reviewed the minutes from the 1/18/23 Audit & Finance Committees' meeting.	<b>Mr. Walton made a motion to approve the minutes from the 1/18/23 Audit &amp; Finance Committees' meeting. Ms. des Anges seconded; motion passed unanimously.</b>
5	<b>Information/Discussion/Action Items</b>	
	<p><u>OneDigital Retirement Plan Update (attachment)</u> Reviewed updates on CSCF's Retirement Plan as of 12/31/2022. Also reviewed some considerations on fund changes, recordkeeping, and automatic enrollment enhancements; recommendations will be presented for vote at next Finance Committee meeting.</p> <p><u>403(b) Retirement Plan – Audit Results</u> Reviewed retirement plan 403(b) audit results (attachment) which resulted in a clean report, no issues.</p> <p><u>Financials</u> Reviewed financials through 3/31/23 (attachment). Overall, on target at 73% expended.</p>	<b>Mr. Walton made a motion to approve acceptance of audit results of CSCF's 403(b) retirement plan for year ended 6/30/22. Mr. Hindle seconded; motion passed unanimously.</b>

	<p><b><u>Budget Planning</u></b></p> <ul style="list-style-type: none"> <li>• FY 2023-2024 Budget Timeline: Reviewed proposed budget timeline for FY 2022-2023 (attachment).</li> <li>• New Fiscal Year Budget Projections Reviewed FY 2023-2024 preliminary revenue projections vs. prior year (attachment).</li> </ul> <p><b><u>Fiscal Year 2023-2024 Health Insurance Plan Renewal Update</u></b> Reviewed status on the health insurance plan renewal. Staff currently reviewing existing carrier and one other carrier with a competitive quote. Final negotiations to ensue with a recommendation to be presented at Executive Committee for approval.</p> <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>Mr. Walton 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. Orr seconded; motion passed unanimously.</b></p>
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 3:37 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator