



**Finance Committee Meeting**

**CareerSource Central Florida Office  
390 N Orange Ave., Suite 700  
Orlando, FL 32801**

**Thursday, June 6, 2019  
2:30 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Ushkowitz, Wendy Brandon, Keira des Anges, Matt Walton and Mark Wylie

**MEMBERS PRESENT:** Glen Casel and Nicole Guillet

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

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Ushkowitz, Finance Committee Chair, called meeting to order at 2:32 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, Executive Coordinator, reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>Reviewed draft minutes from 4/18/19 Finance Committee Meeting</li> </ul>	<b>Mr. Wylie made a motion to approve the minutes from the 4/18/19 Finance Committee Meeting. Mr. Walton seconded; motion passed unanimously.</b>
5	<b>Information / Action Items</b> <u>403(b) Retirement Plan Updates</u> <ul style="list-style-type: none"> <li>Reviewed updated from CSCF's 403(b) retirement plan (attachment).</li> </ul> <u>Budget vs. Actual - as of 4/30/19</u> <ul style="list-style-type: none"> <li>Reviewed financial and operations reports (attachments) through 4/30/19.</li> </ul> <u>Two-Year Comparison and Fiscal Year Projections</u> <ul style="list-style-type: none"> <li>Reviewed two year comparison budget/expenditures - current vs. previous year as of 4/30/19 (attachment).</li> </ul>	

Agenda Item	Topic	Action Item / Follow Up Item
	<u>Approval of Fiscal Year 19-20 Draft Budget</u> <ul style="list-style-type: none"><li>Reviewed draft budget for Fiscal Year 2019-2020.</li></ul>	<b>Mr. Wylie made a motion to move to Board the recommendation to approve 19-20 draft budget. Ms. Brandon seconded; motion passed unanimously.</b>
6	<b>Other Business</b> <ul style="list-style-type: none"><li>Further revisions are being made to the proposed Finance Committee meeting dates for fiscal year 2019-2020. Ms. Kasal will forward updated list once finalized.</li></ul>	
7	<b>Adjournment</b> <p>There being no other business, the meeting was adjourned at 3:28 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator