

Audit and Finance Committees' Meeting

Wednesday, September 3, 2025
2:00 p.m.

MINUTES

MEMBERS PRESENT: Matt Walton, Lorie Bailey-Brown, Leslie Felix, Wendy Ford, Shawn Hindle, Yralee Mendez, Kristy Mullane, Angela Rex, Trey Simpkins, and Stephanie Taub

MEMBERS ABSENT: Wendy Brandon, Michelle Sperzel and Eric Ushkowitz

STAFF PRESENT: Leo Alvarez, Vince Bruno, and Kaz Kasal

GUESTS PRESENT: Brian Liffick, Matt Carr / Cherry Bekaert

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Walton, Audit Committee Chair, called the meeting to order at 2:00 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 1/15/25 Audit and Finance Committees joint meeting. Finance Committee reviewed the minutes from the 6/4/25 Finance Committee meeting.	Ms. Ford made a motion to approve the minutes from the 1/15/25 Audit and Finance Committees joint meeting. Ms. Mullane seconded; motion passed unanimously. Mr. Hindle made a motion to approve the minutes from the 6/4/25 Finance Committee meeting. Mr. Simpkins seconded; motion passed unanimously.
5	Information	
	<u>Audit Committee Items:</u> <u>Audit Committee Charter – Annual Review</u> <ul style="list-style-type: none">Reviewed Charter (attachment) and concurred no changes needed at this time.	Ms. Bailey-Brown made a motion that no changes need to be made to the charter. Ms. Mullane seconded; motion passed unanimously.

	<p><u>Fiscal Year 2024-2025 Audit Planning</u></p> <ul style="list-style-type: none"> • Mr. Liffick and Mr. Carr with Cherry Bekaert LLP, provided an overview and timeline on the audit planning for FY 24-25 (attachment). • Audit results will be presented at the next joint meeting of Audit and Finance committees in January 2026. <p><u>Finance Committee Items:</u></p> <p><u>Finance Committee Charter – Annual Review</u></p> <ul style="list-style-type: none"> • Reviewed Charter (attachment) and concurred no changes needed at this time. <p><u>Year-End Results: FY 2024-2025</u></p> <ul style="list-style-type: none"> • Reviewed financials from FY 2024-2025, 7/1/24 thru 6/30/25 (attachment). <p><u>Budget Adjustment</u></p> <ul style="list-style-type: none"> • Reviewed the budget adjustment of \$500K from Training to Salaries/Benefits category. The overall budget remains the same at \$30M (attachment). <p><u>Open Procurement Updates</u></p> <ul style="list-style-type: none"> • Reviewed summaries of each of the below open procurements (attachment): <ul style="list-style-type: none"> – 2026 Summer Youth Programs – Work Transition Program – One-Stop Operator <p>Final recommendations will be presented to the Career Services Committee and the Board at their September 2025 meetings.</p> <p><u>Facilities Ad Hoc Committee Update (attachment)</u></p> <ul style="list-style-type: none"> • Mr. Walton, Facilities Ad Hoc Committee Chair, reported on following: <ul style="list-style-type: none"> – Facilities Ad Hoc Committee met on 8/25/25 at the Community Hub at Valencia College, East Campus. – Reviewed updated layouts and lease terms for following CSCF locations: <ul style="list-style-type: none"> ○ Administration ○ Community Hub at Valencia College, East Campus ○ Community Hub at Seminole State College ○ Lake-Sumter State College 	<p>Mr. Simpkins made a motion that no changes need to be made to the charter. Mr. Hindle seconded; motion passed unanimously.</p> <p>Mr. Hindle made a motion to approve allocation of \$500K from Training to Salaries/Benefits category. Mr. Simpkins seconded; motion passed unanimously.</p>
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	<ul style="list-style-type: none"> Reviewed facility lease schedule of all CSCF locations. CSCF anticipates an overall savings of more than \$800,000, and to have 6 Community Hubs by 6/30/26. In keeping with the three-year strategy to reduce fixed lease costs, Facility Ad Hoc Committee recommends notifying the Seminole and Southeast office landlords of CSCF's intent not to renew leases beyond current terms. Ensuring customer service is not disrupted, CSCF will strengthen its Virtual Services Department and expand its network of Community Hubs across its region. 	<p>Mr. Simpkins made a motion, for Board's final approval, that CSCF notify the Seminole office landlord of its intent to not renew the lease beyond the current term. Mr. Hindle seconded; motion passed unanimously.</p> <p>Mr. Simpkins made a motion, for Board's final approval, that CSCF notify the Southeast Orange office landlord of its intent to not renew the lease beyond the current term. Mr. Hindle seconded; motion passed unanimously.</p>
6	Other Business <ul style="list-style-type: none"> None offered. 	
7	Adjournment Meeting adjourned at 3:08 p.m.	

Respectfully submitted,

Kaz Kasal
Executive Board Coordinator