

Finance Committee Meeting

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

**Thursday, June 6, 2018
10:30 a.m.**

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, John Pittman and Mark Wylie

MEMBERS ABSENT: Glen Casel, Nicole Guillet and Chuck Todd

STAFF PRESENT: Pam Nabors, Mimi Coenen, Leo Alvarez, Ann Beecham, Lisa Burby and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Ushkowitz, Finance Committee Chair, called meeting to order at 10:40 am.	
2	Roll Call / Establishment of Quorum Ms. Kasal, CSCF Executive Coordinator, reported a quorum present.	
3	Public Comment None Offered.	
4	Approval of Minutes Reviewed draft minutes from 4/5/18 Finance Committee Meeting.	Mr. Wylie made a motion to approve the minutes from the 4/5/18 Finance Committee Meeting. Mr. Pittman seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<u>Budget vs. Actual Results as of 4/30/18</u> <ul style="list-style-type: none"> • Reviewed financial and operations reports (attachments) through 4/30/18. ○ Committee discussed establishing a procedure when additional funds are received during a fiscal year. 	<p>Mr. Pittman made motion for staff to set a procedure in place whereby if additional funds of \$500,000 or more are received (including carryover adjustments) during the fiscal year, then the budget should be formally amended to include those additional funds and brought forth to the Board for review and approval. Mr. Wylie seconded; motion passed unanimously.</p> <p><i>Staff to provide a breakdown by category for "Youth Earned Credentials"</i></p>
	<u>Two Year Comparison and Fiscal Year Projections</u>	

	<ul style="list-style-type: none"> Reviewed two year comparison budget/expenditures - current vs. previous year as of 4/30/18 (attachment). <p><u>Approval of Fiscal Year 18-19 Draft Budget</u></p> <ul style="list-style-type: none"> Reviewed "Draft Annual Budget – FY 2018-2019" (attachment). <p><u>Results of Fiscal Year 16-17 403(b) Audit</u></p> <ul style="list-style-type: none"> Reviewed audit results of 403(b) plan results for period 7/1/16 thru 6/30/17 (attachment). <p><u>Facilities Update</u></p> <ul style="list-style-type: none"> Reviewed memo (attachment) on staff's recommendation to relocate its facilities in Lake and Osceola counties. Reviewed lease terms and cost breakdowns on following the spaces: <ul style="list-style-type: none"> Lake County - Foundation Building at Lake Sumter State College in Leesburg. Osceola County - space currently under construction at Valencia College's Osceola campus <ul style="list-style-type: none"> Both spaces include significant cost savings and the opportunity to expand CSCF services. <p><u>Finance Committee Meetings: Proposed Dates</u></p> <ul style="list-style-type: none"> Reviewed and concurred with proposed dates for FY 2018-2019 (attachment). 	<p>Mr. Pittman made a motion to move for Board approval the recommendation to approve 18-19 draft budget. Mr. Wylie seconded; motion passed unanimously.</p> <p>Mr. Wylie made a motion to move forward to Executive Committee staff's recommendation to enter into final negotiations, within parameters as presented, with Lake Sumter State College. Mr. Pittman seconded; motion passed unanimously.</p> <p>Mr. Ushkowitz made a motion to move forward to Executive Committee staff's recommendation to accept plan with Valencia College, within parameters as presented. Mr. Wylie seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment There being no other business, the meeting was adjourned at 11:51 a.m.</p>	

Respectfully submitted,

Kaz Kasal
 Executive Coordinator