

Audit Committee Meeting

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

**Tuesday, November 28, 2017
2:30 p.m.**

MINUTES

MEMBERS PRESENT: Eric Ushkowitz, Edward Bass, Leland Madsen, Michael McDonald, Margaret McGarrity,

MEMBERS ABSENT: Kristy Mullane, Olga Rabel and Chuck Todd

STAFF PRESENT: Leo Alvarez and Kaz Kasal

GUESTS PRESENT: Raquel McIntosh / Grau & Associates

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Ushkowitz, Audit Committee Chair, called the meeting to order at 2:33 pm	
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 the 10/9/17 Joint Meeting of Audit and Finance Committee Meeting.	Ms. McGarrity made a motion to approve the minutes from the 10/9/17 Joint Meeting of Audit and Finance Committees. Mr. McDonald seconded; motion passed unanimously.
5	Information/Discussion/Action Items	
	<p><u>Presentation from Grau & Associates</u> Reviewed presentation entitled “CareerSource Central Florida Audit Wrap Up Fiscal Year end 6/30/17” (attachment) provided by Ms. Raquel McIntosh, Partner with Grau & Associates, CSCF’s new independent auditor. Ms. McIntosh commented that audit went smoothly and staff responded in a timely and professional manner.</p> <p>Highlights from audit wrap-up presentation:</p> <ul style="list-style-type: none"> – Unmodified opinion issued for financial statements and statement of expenditures of federal awards – No internal control findings – No deficiencies or material weaknesses 	Ms. McGarrity made a motion to accept the 2 CFR 200 Audit Report for Fiscal Year 2016-17. Mr. McDonald seconded; motion passed unanimously.

	<p><u>Review of Audit Committee Charter</u> Following changes recommended:</p> <ul style="list-style-type: none">– Under “Roles and Responsibilities” revise 1st bullet to replace “OMB Circular A-133” with “2 CFR 200.”– Revise the 3rd bullet under the section “Authority” by adding “Central Florida Regional Workforce Development Board, Inc.” before the word “Corporation” –as this will define “Corporation” throughout rest of Charter. <p>The Audit Committee concurred on both recommended revisions.</p>	<p>Mr. McDonald made a motion to approve the edits, as notated, in the Audit Committee Charter. Ms. McGarrity seconded; motion passed unanimously.</p>
6	<p>Other Business None offered.</p>	
7	<p>Adjournment Meeting was adjourned at 2:51 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator