

**Joint Meeting of the Audit and Finance Committees**

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

**Tuesday, September 13, 2016  
2:30 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Eric Ushkowitz, Edward Bass, Glen Casel, Mike Kurek, Leland Madsen, Margaret McGarrity, Kristy Mullane, John Pittman, Joseph Sarnovsky, Chuck Todd and Mark Wylie

**MEMBERS ABSENT:** Melanie Cornell, Nicole Guillet and Olga Rabel

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

**GUESTS PRESENT:** Ron Conrad / Cherry, Bekaert, Jason Chepenik / Chepenik Financial

Agenda Item	Topic	Action Item / Follow Up Item
<b>Business Matters of the Audit Committee</b>		
1	<b>Welcome</b> Dr. Sarnovsky called the meeting to order at 2:33 pm and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> 1/19/16 Joint Meeting of the Audit and Finance Committee Meeting	<b>Ms. McGarrity made a motion to approve the minutes from the 1/16/16 Joint Meeting of Audit and Finance Committees. Mr. Todd seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b>	
	<u>Presentation from Cherry, Bekaert on Fiscal Year 2015-16 A-133 Audit</u> <u>Audit Plan for Year End Testing</u> Mr. Conrad with Cherry Bekaert greeted the committee and provided a presentation (attachment) entitled "Audit Committee Meeting Planning Communications – for the Year Ended 6/30/16." The auditor's responsibility will include: assurance that financial statements and supplementary information are fairly represented and in compliance. Mr. Conrad reviewed: the conduct of the audit, required communications, new audit and accounting standards, audit process, risk and area of audit emphasis, and audit status and timing. Mr. Alvarez added that this will technically be the first year that CSCF	

	is considered low risk.  <u>DEO Annual Financial Monitoring Report</u> Mr. Alvarez referenced the “2015-16 Financial Compliance Monitoring Report” (attachment) and stated that based on this report CSCF has no areas of non-compliance or findings. Ms. Nabors added that over the last four years CSCF has been proactive in improving policies, procedures and best practices with the help of outside financial technical assistance.	
6	<b>Other Business</b> <u>Proposed date for next Joint Meeting of Audit/Finance Committees:</u> Both the Audit and Finance Committees concurred with 2/7/17 at 2:30pm as the date/time for the next joint meeting.  <u>Audit Committee Charter</u> Mr. Alvarez reviewed the Audit Committee Charter and the Committee concurred that no changes to the Charter are needed at this time; however, the Committee asked for staff to review the Charter with Mr. Conrad for any suggestions he may have.	<i>Staff to review the Charter with Mr. Conrad and bring any proposed suggestions to the next meeting for the Committee’s review.</i>
7	<b>Adjournment</b> There being no other business, the Audit Committee meeting was adjourned at 2:56 p.m.	
<b>Agenda Item</b>	<b>Topic</b>	<b>Action Item / Follow Up Item</b>
<b>Business Matters of the Finance Committee</b>		
1	<b>Welcome</b> Dr. Sarnovsky called the meeting to order at 2:57 pm and welcomed those in attendance.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported that there was a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> 6/7/16 Finance Committee Meeting Mr. Todd noted to revise minutes to include his name under “Members Present.”	<b>Mr. Wylie made a motion to approve the minutes of the 6/7/16 Finance Committee Meeting. Mr. Todd seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b>	
	<u>Retirement Plan Proposed Changes</u> Mr. Chepenik, with Chepenik Financial (CSCF’s retirement broker) presented an update on CSCF’s retirement plan and proposed key plan design changes and fund changes. The Committee reviewed and discussed the proposed changes.	<b>Mr. Todd made a motion to move forward for Board approval the following plan design changes:</b> <b>Automatic Enrollment (Effective 1/1/17):</b> <ul style="list-style-type: none"> <li>• 4% Default Rate for those who</li> </ul>

	<p><u>Finance Committee Charter</u> Mr. Alvarez reviewed the Finance Committee Charter and the Committee concurred that no changes to the Charter are needed at this time.</p> <p><u>Year-end Financial Results</u> Mr. Alvarez referenced the report entitled "FY 2015-2016 Budget vs. Actual Report – as of 6/30/16" and stated that overall expenditures were on track/in line, with WIOA and Youth underspent primarily due to transactions with the 5 youth contractors. These WIOA funds (which are 2-year funds) will be carried and spent in FY 16-17. Mr. Alvarez also stated that CSCF exceeded 50% ITA goal at</p>	<p>have met the 6 month waiting period.</p> <ul style="list-style-type: none"><li>• One-time adjustment in 2017.</li></ul> <p>Mr. Wylie seconded; motion passed.</p> <p>Mr. Pittman made a motion to move forward for Board approval the following plan design change: Automatic Escalation (Effective 1/1/18):</p> <ul style="list-style-type: none"><li>• 1% per year to a 6% max; escalation will take place every January.</li></ul> <p>Mr. Wylie seconded; motion passed.</p> <p>Mr. Pittman made a motion to move forward for Board approval the following plan design change: Match Formula (Effective 1/1/17):</p> <ul style="list-style-type: none"><li>• 100% up to 6% of pay; maximum spend is equal to current formula.</li></ul> <p>Mr. Wylie seconded; motion passed.</p> <p>Mr. Todd made a motion to move forward for Board approval the following plan design change: Profit Sharing (Effective 1/1/17):</p> <ul style="list-style-type: none"><li>• Will be kept discretionary with any reference to 3% removed.</li></ul> <p>Mr. Wylie seconded; motion passed.</p> <p>Mr. Todd made a motion to move forward for Board approval the proposed fund changes as presented. Wylie seconded; motion passed.</p> <p><i>Mr. Alvarez will contact DEO to attain reported expenditures from other like size regions.</i></p>
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	<p>61.4% and Admin Cost is on target at 7% target.</p> <p>The Committee inquired on how CSCF compares to other regions with regard to expenditures.</p> <p><u>Facilities Update</u></p> <p>Mr. Alvarez referenced the “CSCF Facilities” memo (attachment) and reviewed the lease details and timeline of the new office location at the Airport Business Center. This new location is a consolidation of the East Orange and South Orange offices.</p>	
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Respectfully submitted,

Kaz Kasal  
Executive Coordinator