

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

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

Tuesday, January 19, 2016  
2:30 p.m.

**MINUTES**

- MEMBERS PRESENT:** Eric Ushkowitz, Edward Bass, Melanie Cornell, Nicole Guillet, Mike Kurek, Leland Madsen, Margaret McGarrity, Kristy Mullane, Olga Rabel, Chuck Todd and Mark Wylie
- MEMBERS ABSENT:** Joseph Sarnovsky
- STAFF PRESENT:** Leo Alvarez and Kaz Kasal
- GUESTS PRESENT:** James Burdick, Ron Conrad / Cherry, Bekaert

Agenda Item	Topic	Action Item / Follow Up Item
<b>Business Matters of the Audit Committee</b>		
1	<b>Welcome</b> Mr. Ushkowitz called the meeting to order at 2:37 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> 9/9/15 Joint Meeting of the Audit and Finance Committee Meeting	<b>Mr. Kurek made a motion to approve the minutes from the 9/9/15 Joint Meeting of Audit and Finance Committees. Ms. Mullane seconded; motion passed.</b>
5	<b>Information/Discussion/Action Items</b>	
	<p>A. <u>Presentation from Cherry, Bekaert</u></p> <p>1) Acceptance of A-133 Audit Report – Program Year 2014-15</p> <p>Mr. Burdick, the lead on the A-133 audit for Program Year 2014-15, referenced the report entitled “Audit Results and Required Communications – For the Year Ended June 30, 2015” (attachment) and provided a review of the draft audit results and required communications. Based on their audit, Mr. Burdick stated that the organization’s</p>	<p><b>Ms. McGarrity made a motion to accept the A-133 Audit Report for Program Year 2014-15. Mr. Todd seconded; motion passed.</b></p> <p><i>Staff will forward the following to Audit and Finance Committees: 1) final audit report and 2) management letter to</i></p>

	<p>financial statements are fairly stated and they are expecting to issue an unmodified opinion. No findings on internal control over financial reporting and over compliance were reported. There is good control over grant programs and compliance. Major federal programs WIA, WP, and TANF were tested; no significant deficiencies or material weaknesses were disclosed during the audit and an unmodified opinion is expected to be expressed. There were two management letter comments, one on IT Access and Control and the other on pre-penalty notices. Mr. Burdick also reviewed statements of financial position and activities.</p>	<p><i>include staff's response to the two comments on management letter.</i></p>
6	<p><b>Other Business</b>                  The Audit Committee requested for staff, henceforward, to forward full draft report to the Committee members a few days prior to the scheduled meeting.</p>	
7	<p><b>Adjournment</b>                  There being no other business, the Audit Committee meeting was adjourned at 3:07 p.m.</p>	
Agenda Item	<b>Topic</b>	<b>Action Item / Follow Up Item</b>
<b>Business Matters of the Finance Committee</b>		
1	<p><b>Welcome</b>                  Mr. Wylie called the meeting to order at 3:07 pm and welcomed those in attendance.</p>	
2	<p><b>Roll Call / Establishment of Quorum</b>                  Ms. Kasal reported that there was a quorum present.</p>	
3	<p><b>Public Comment</b>                  None Offered.</p>	
4	<p><b>Approval of Minutes</b>                  11/3/15 Finance Committee Meeting                  Mr. Todd noted to revise minutes to include his name under "Members Present."</p>	<p><b>Ms. Cornell made a motion to approve the minutes, with the inclusion of noted revision, of the 11/3/15 Finance Committee Meeting. Ms. Guillet seconded; motion passed.</b></p>
5	<p><b>Information/Discussion/Action Items</b></p>	
	<p>A. Retirement Plan Update / Action Item for Board                  Mr. Alvarez stated that at the 11/3/15 Finance Committee and 12/10/15 Board Meeting, CSCF's retirement broker, Chepenik Financial, presented their recommendation to change the target date funds in the retirement plan. Subsequently, Chepenik Financial also presented this recommended change to staff and individualized</p>	

education sessions are scheduled for next week. The recommended change in target date funds will be presented as an action item for Board vote at next week's Consortium/Board meeting.

**B. Mid-Year Budget to Action Report**

Mr. Alvarez referenced the report entitled "Budget vs. Actual Report – as of 12/31/15" (attachment) and stated that 39% of the budget has been expended. The 10% underspent is primarily due to underperformance in programs (Youth, scholarships and internships). However, staff is refocusing their efforts to increase enrollments and internships and it is expected that the 50% ITA target goal will be met by the end of the program year. Also, WIA funds are 2-year, so there is an allowance to carry over some of the funds into the next program year. The Admin cost target of 7% continues to do well as current costs are at 6.1%

**C. Facilities Update**

Mr. Alvarez recapped that since funding has been decreasing each year due to the economy improving, a 5-year facility plan was created 3 years ago to reduce infrastructure and costs. Mr. Alvarez reported that staff has consolidated the 2 Seminole county offices to one location and 1.5M savings is being realized with administration office relocation. Currently, staff is working on consolidating the East Orange and West Orange offices. Staff has toured various office spaces and will narrow this down to 3 location recommendations for the Finance Committee to review. This reduction in footprint will not reduce services as CSCF is partnering and aligning services with Goodwill of Central Florida to deploy CSCF staff at their Job Connections sites and vice versa. Mr. Alvarez also provided an update on current "openness of space" renovations at the West Orange office, which replicates the same changes made at Seminole and Lake office. This space openness fosters a "concierge" feel of service delivery which aligns to the new WIOA legislation.

Mr. Alvarez provided a litigation update regarding

	the previous landlord of the former CSCF administration office.	
6	<b>Other Business</b> Mr. Alvarez stated that staff has put current health insurance broker on notice of CSCF's intention to post a Request For Quotes (RFQ) to explore other options.	
6.	<b>Adjournment</b> There being no other business, the Finance Committee meeting was adjourned at 3:47 p.m.	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator