

## Audit and Finance Committees' Virtual Meeting

Wednesday, January 10, 2024  
2:30 p.m.

### MINUTES

**MEMBERS PRESENT:** Eric Ushkowitz, Matt Walton, Wendy Brandon, Lorie Bailey-Brown, Keira des Anges, Leslie Felix, Wendy Ford, Shawn Hindle, Kristy Mullane, Gaby Ortigoni, Michelle Sperzel, and Stephanie Taub

**MEMBERS ABSENT:** Angela Rex

**STAFF PRESENT:** Leo Alvarez, Tadar Muhammad, Kristi Vilardi, Fabia Diaz and Kaz Kasal

**GUESTS PRESENT:** Brian Liffick, Matt Carr / Cherry Bekaert

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Walton, Audit Committee Chair, called the meeting to order at 2:30 pm.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal, CSCF Executive Coordinator, reported a quorum present with both the Audit and Finance Committees.	
3	<b>Public Comment</b> None Offered.	
4	<b>Approval of Minutes</b> Audit Committee reviewed the minutes from the 9/6/23 Audit Committee meeting.  Finance Committee reviewed the minutes from the 10/18/23 Finance Committee meeting.	<b>Mr. Hindle made a motion to approve the minutes from the 9/6/23 Audit Committee meeting. Ms. Ortigoni seconded; motion passed unanimously.</b>  <b>Mr. Hindle made a motion to approve the minutes from the 10/18/23 Finance Committee meeting. Mr. Walton seconded; motion passed unanimously.</b>
5	<b>Information</b>	
	<u>Audit Committee Items:</u> <ul style="list-style-type: none"><li>Acceptance of 2 CFR 200 Audit Report<ul style="list-style-type: none"><li>Reviewed presentation entitled "Audit Executive Summary" for CareerSource Central Florida's Fiscal Year Ending 6/30/2023 (attachment) provided by Mr. Brian Liffick and Mr. Matthew Carr with Cherry Bekaert, CSCF's independent auditor.</li></ul></li></ul>	<b>Mr. Hindle made a motion to move to CSCF Board for final approval and acceptance of the 2 CFR 200 Audit Report, as presented, for Fiscal Year 2022-2023. Ms. Bailey-Brown seconded; motion passed unanimously.</b>

	<ul style="list-style-type: none"> <li>- Highlights from audit results presentation: <ul style="list-style-type: none"> <li>o Clean, unmodified opinion on financial statements</li> <li>o No findings on compliance</li> <li>o No significant deficiencies or material weaknesses</li> </ul> </li> <li>• Florida Commerce Monitoring Results (FY 2022-2023) <ul style="list-style-type: none"> <li>- Reviewed memo summarizing FY 2022-2023 Florida Commerce monitoring results for both program and fiscal (attachment). <ul style="list-style-type: none"> <li>o Programs: 5 findings – all instances of minor errors in administrative matters.</li> <li>o Financials: 0 findings, 0 noncompliance issues, and 1 observation which has been addressed and no further action required to resolve this observation.</li> </ul> </li> </ul> </li> </ul> <p><u>Finance Committee Items:</u></p> <ul style="list-style-type: none"> <li>• Retirement 403b Audit Report <ul style="list-style-type: none"> <li>- Reviewed CSCF’s retirement 403b plan’s audit report for year ending 6/30/23 (attachment). So far, a clean audit process and 95% complete.</li> </ul> </li> <li>• Mid-Year Financials <ul style="list-style-type: none"> <li>- Reviewed financials through 2<sup>nd</sup> quarter, 7/1/23 thru 12/31/23 (attachment). Overall, on track for mid-year at 50.4% of budget expended.</li> </ul> </li> <li>• Benefits Broker Services Update <ul style="list-style-type: none"> <li>- Mr. Alvarez, CFO, provided following updates on health benefits broker: <ul style="list-style-type: none"> <li>o Notification to non-renew sent to CSCF’s current health benefits broker.</li> <li>o Currently CSCF is negotiating contract terms with new benefits broker to take effect 4/1/24.</li> </ul> </li> </ul> </li> </ul>	
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• None offered.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 3:22 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator