

## Audit and Finance Committees' Meeting

Tuesday, September 3, 2024  
10:00 a.m.

### MINUTES

**MEMBERS PRESENT:** Eric Ushkowitz, Matt Walton, Lorie Bailey-Brown, Leslie Felix, Shawn Hindle, Yralee Mendez, Kristy Mullane, Angela Rex, Michelle Sperzel, and Stephanie Taub

**MEMBERS ABSENT:** Wendy Brandon and Wendy Ford

**STAFF PRESENT:** Leo Alvarez, Pam Nabors, Tadar Muhammad, Vince Bruono, 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 10:03 am.	
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 1/10/24 Audit and Finance Committees joint meeting.  Finance Committee reviewed the minutes from the 6/5/24 Finance Committee meeting.	<b>Mr. Hindle made a motion to approve the minutes from the 1/10/24 Audit and Finance Committees joint meeting. Ms. Mullane seconded; motion passed unanimously.</b>  <b>Mr. Walton made a motion to approve the minutes from the 6/5/24 Finance Committee meeting. Mr. Hindle seconded; motion passed unanimously.</b>
5	<b>Information</b>	
	<u>Audit Committee Items:</u>  <u>Audit Committee Charter – Annual Review</u> <ul style="list-style-type: none"><li>Reviewed Charter (attachment) and concurred no changes needed at this time.</li></ul>	

	<p><u>Fiscal Year 2023-2024 Audit Planning</u></p> <ul style="list-style-type: none"> <li>Mr. Liffick, with Cherry Bekaert LLP, provided an overview and timeline on the audit planning for FY 23-24 (attachment).</li> <li>Audit results will be presented at the next joint meeting of Audit and Finance committees.</li> </ul> <p><u>Finance Committee Items:</u></p> <p><u>Finance Committee Charter – Annual Review</u></p> <ul style="list-style-type: none"> <li>Reviewed Charter (attachment) and concurred no changes needed at this time.</li> </ul> <p><u>Financial Results – July 2024</u></p> <ul style="list-style-type: none"> <li>Reviewed financials through 7/31/24 (attachment). Financials through 1<sup>st</sup> quarter (July '24 thru Sep '24) will be provided at the December 2024 Board Meeting.</li> </ul> <p><u>Budget Adjustments</u></p> <ul style="list-style-type: none"> <li>The Committee reviewed the budget adjustment of \$4.7M, which increases the total of FY 24-25 Budget from \$30.5 to total \$35.2M (attachment).</li> </ul> <p><u>Facilities Update (attachment)</u></p> <ul style="list-style-type: none"> <li>Mr. Walton, Facilities Ad Hoc Committee Chair, reported on following: <ul style="list-style-type: none"> <li>Facilities Ad Hoc Committee met on 8/28/24 at Seminole Career Center</li> <li>Welcomed CSCF Board Member Dr. Molly Kostenbauder, who is now serving on this committee.</li> <li>Reviewed facility lease schedule of all CSCF locations</li> <li>Had preliminary discussions on CSCF's Space Optimization Plan. Objectives will include: looking for more efficient usage of space to realize rental expense savings, leveraging community partnerships for space opportunities, and maintaining/enhancing virtual service technology.</li> </ul> </li> </ul>	<p><i>Staff will look to schedule a joint meeting in November / December timeframe.</i></p> <p><b>Mr. Walton made a motion to forward to Board for final approval the budget adjustment of \$4.7M, which increases total of FY 24-25 Budget from \$30.5M to \$35.2M. Ms. Sperzel seconded; motion passed unanimously.</b></p>
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>Mr. Alvarez stated that Finance Department's new system, Sage Intaact, has gone live. This accounting software system should help to create a lot of efficiencies for CSCF.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 10:48 a.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator