



Minutes
Finance/Audit Committee
Virtual Meeting – Zoom
November 1, 2023 | 3:00 p.m.

Members		Members		Staff & Guests
Scott Dimmick (Chair)	P	Adil Khan	P	Gerardo Meza
Gary Clark	P	Sherry Sapp	P	Lidia Cordova
David McCraw	P			Ben Clark (James Moore)

CALL TO ORDER

The meeting was called to order by Committee Chair Scott Dimmick at 3:02 p.m. followed by introductions of all those present.

APPROVAL OF MINUTES

Chair Dimmick called for a motion to approve the minutes from the August 2, 2023 meeting. A motion was made by Adil Khan, seconded by Gary Clark. Chair Dimmick opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

OLD BUSINESS: N/A

COMMITTEE EDUCATION: N/A

NEW BUSINESS

Recommendation: Approval of Audit Report PY 2022-2023, Year ending June 30, 2023

Chair Dimmick introduced Ben Clark with James Moore and directed the Committee to the Audit Report PY 2022-2023. Ben Clark reviewed the audit report with the committee, highlighted key information, and stated that there were no findings or observations. Chair Dimmick called for a motion to approve the Audit Report PY 2022-2023. A motion was made by Sherry Sapp, seconded by David McCraw. Chair Dimmick opened the floor for discussion. There was no further discussion. All voted. Motion carried unanimously.

Recommendation: Approval of 2022 Form 990 (Return of Organization Exempt from Income Tax)

Ben Clark informed the committee that Form 990 has the same information as in the Audit Report. Ben Clark noted that Form 990 can disclose to the public what CareerSource Polk does and the services we provide. Chair Dimmick called for a motion to approve the 2022 Form 990. A motion was made by Sherry Sapp, seconded by David McCraw. Chair Dimmick opened the floor for discussion. There was no further discussion. All voted. Motion carried.

Recommendation: Approval of Prior Approval Transfer Request Form

Chair Dimmick directed the Committee to the Prior Approval Transfer Request Form on page 4. Gerardo Meza explained that DEO created the form to request approval of transferring WIOA Dislocated Worker funds for the use of WIOA Adult. Chair Dimmick called for a motion to approve the Prior Approval Transfer Request Form for PY 2023-2024. A motion was made by Adil Khan, seconded by Sherry Sapp. Chair Dimmick opened the floor for discussion. There was no discussion. All voted. Motion carried unanimously.

Report: Budget Variance Report – Detailed, Summary, & Comments 1st Quarter of PY 2023-2024

Chair Dimmick directed the Committee to the Budget Variance Detailed, Summary, & Comments 1st Quarter on pages 5-7. Gerardo Meza explained that expenditures should be around the 25% expenditure rate and that there were no significant budget variances for the quarter. There were no further questions or concerns.

Report: Grant Summary Report 1st Quarter of PY 2023-2024

Chair Dimmick directed the Committee to the Grant Summary Report on page 8. Chair Dimmick commented that this is a new report that provides information for grants passed through FloridaCommerce. Gerardo Meza reviewed the report with the committee, summarized the grant information provided within the report, and stated that this report will be provided at each committee meeting going forward. There were no further questions or concerns.

Report: Unrestricted Funds Report 1st Quarter of PY 2023-2024

Chair Dimmick directed the Committee to the Unrestricted Funds Report on page 9. Chair Scott Dimmick asked if the GiveWell Investment Funds are standard for all organizations. Adil Khan commented that GiveWell provides long term investments, and he will do some research. David McCraw commented that a few members have access to the account. There were no further questions or concerns.

Report: Related Party Transactions 1st Quarter of PY 2023-2024

Chair Dimmick directed the Committee to the Related Party Transactions Report on page 10 with the committee. There were no questions or concerns.

Report: Taylor, Hall, Miller, & Parker, P.A. Monitoring Report Summary – September 2023

Chair Dimmick directed the Committee to the Taylor, Hall, Miller & Parker, P.A. Monitoring Report Summary on page 11. Gerardo Meza went over the highlighted observation specifying the flexibility for the rate of pay for Youth worksite agreements. There were no further questions or concerns.

ADDITIONAL COMMENTS

Meeting adjourned at 3:47 p.m.