



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

Members		Staff	Guests
Scott Dimmick (Chair)	P	Gerardo Meza	
Gary Clark	P	Emilisse Ortiz	
David McCraw	P		
Adil Khan	P		

CALL TO ORDER

The meeting was called to order by Committee Chair Scott Dimmick at 3:03 p.m. followed by introductions of all those present.

APPROVAL OF MINUTES

Chair Dimmick called for a motion to approve the minutes from the February 1, 2023 meeting. A motion was made by Adil Khan, seconded by David McCraw. 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: Approve Preliminary Budget for PY 2023-2024

Chair Dimmick called for a motion to approve the Preliminary Budget for PY 2023-2024. A motion was made by Adil Khan, seconded by David McCraw. Chair Dimmick opened the floor for discussion. Gary Clark asked if there were any items or activities that may have changed or should be brought to the attention of the committee. Gerardo Meza explained that the current year funding and carryover amounts are estimated amounts as we have not received the preliminary allocations from DEO and that the board should expect more carryover in comparison to last years’ budget. He also explained that more funds were budgeted under employment initiatives for Welfare Transition to prepare for an increase in participants we hope to serve in this years’ summer youth program. There was no further discussion. All voted. Motion carried unanimously.

Report: Budget Variance Report – Detailed, Summary, & Comments 3rd Quarter of PY 2022-2023

Chair Dimmick directed the Committee to the Budget Variance Detailed, Summary, & Comments 3rd Quarter on pages 6-8. Gerardo Meza explained that we are not overspending in any particular category, the only exception being the equipment category, as 50 computers were purchased for the Career Center Resource Rooms and 12 computers for the Mobile Unit to replace outdated computers. Chair Dimmick asked what the accounting lifespan for a computer is. Gerardo Meza responded that the lifespan for equipment and fixed assets are 5 years. Chair Dimmick Scott asked whether understaffing was intentional. Gerardo Meza responded that those are vacant positions that are budgeted in the event that the position can be filled. There were no further questions or concerns.

Report: Unrestricted Funds Report 3rd Quarter of PY 2022-2023

Chair Dimmick directed the Committee to the Unrestricted Funds Report on page 9. Gerardo Meza pointed out that an addition to this quarters’ report was the President/CEO’s Salary over the Federal ETA Salary Cap that must be paid out of unrestricted funds and submitted each year by April 1st. There were no further questions or concerns.

Report: Related Party Transactions 3rd Quarter of PY 2022-2023

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 – March 2023

Chair Dimmick directed the Committee to the Taylor, Hall, Miller & Parker, P.A. Monitoring Report Summary on page 11. Adil Khan questioned the finding on the monitoring report. Gerardo Meza explained that we purchased portfolios to be given out at our Workforce Summit to employers. He explained that these portfolios are classified as outreach informational items, thus they cannot be paid using welfare transition funds and that they were charged to the correct funding stream. There were no further questions or concerns.

ADDITIONAL COMMENTS

There were no additional comments.

Meeting adjourned at 3:25 p.m.