



Minutes
Finance/Audit Committee
Virtual Meeting – Zoom
November 2, 2022 | 3:00 p.m.

Members		Staff	Guests
Scott Dimmick (Chair)	P	Stacy Campbell-Domineck	James Halleran (James Moore & Co. Partner)
Gary Clark	P	Gerardo Meza	Ben Clark (James Moore & Co. Audit Manager)
David McCraw	P	Joylette Stevens	
Adil Khan	P	Emilisse Ortiz	

CALL TO ORDER

The meeting was called to order by Committee Chair Scott Dimmick at 3:01 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 3, 2022, meeting. A motion was made by Gary Clark, seconded by Adil Khan. 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

Board/Committee Member Resignation

Chair Dimmick brought to the attention of the Committee the resignation of Houston Tripp due to relocation away from the Polk County region.

Recommendation: Approval of the Audit Report, year ending June 30, 2022

Chair Dimmick called for a motion to approve the Audit Report, Program Year Ending June 30, 2022. A motion was made by Adil Khan, seconded by Gary Clark. Chair Dimmick opened the floor for discussion and invited Ben Clark and James Halleran to address the committee. James Halleran introduced himself and his organization and thanked the CareerSource Polk staff for its cooperation and communication throughout the audit process. Ben Clark presented the FY22 audit. Gary Clark asked if any concerns needed to be brought to the attention of the Board. James Halleran responded that there were no findings in the audit and that the findings from the previous year had been resolved. CEO Campbell-Domineck congratulated Gerardo Meza, VP of Finance, on a clean audit in his first year in his role. There was no additional discussion. All voted. Motion carried unanimously.

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

Chair Dimmick called for a motion to approve Form 990. 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.

Report: Budget Variance Report – Detailed, Summary, Memo & Comments for 1st Quarter of PY2022

Chair Dimmick directed the committee to the Budget Variance Report on page 4. Gerardo Meza reviewed the report with committee. Gary Clark asked if it was necessary to include this information in the agenda for the full Board of Directors and shared his concern that information overload could cause an important piece of information to be missed. CEO Campbell-Domineck responded that it is a transparency requirement for the full Board to be provided with this information. She explained that this report is included under the consent agenda so that it is available to the Board, but it is not up for reporting or comments unless a Board member pulls it for further discussion. This report is only an action item for the Finance Committee. There were no further questions or concerns.

Report: Unrestricted Funds Report for 1st Quarter of PY2022

Chair Dimmick reviewed the Unrestricted Funds Report on page 8 with the committee. There were no questions or concerns.

Report: Related Party Transactions for 1st Quarter of PY2022

Chair Dimmick reviewed the Related Party Transactions Report on page 9 with the committee. There were no questions or concerns.

Report: Notice of Fund Availability: National Emergency – Hurricane Ian 2022

Chair Dimmick directed the committee to the Notice of Funds Availability: National Emergency – Hurricane Ian 2022 on page 10. Gerardo Meza reviewed the NFA with the committee. He explained that the funds can be used to provide temporary jobs, humanitarian aid, hurricane clean up and help businesses with short-term compensation. CEO Campbell-Domineck said that while the priority is to serve those impacted by Hurricane Ian, these funds can also be used to enroll those unemployed for 13 weeks or longer in training or short-term employment. Chair Dimmick asked where the funds came from. CEO Campbell-Domineck shared that CareerSource Polk was awarded this grant after a state of emergency was declared in Florida and the 24 workforce boards submitted budget requests. There were no further questions or concerns.

Report: Taylor, Hall, Miller, & Parker, P.A. Monitoring Report – September 2022

Chair Dimmick reviewed the Taylor, Hall, Miller & Parker, P.A. Monitoring Report on page 15 with the committee. There were no questions or concerns.

ADDITIONAL COMMENTS

Chair Dimmick asked for additional comments. CEO Campbell-Domineck and David McCraw shared about their experiences at the board realignment discussion facilitated by EY in Tampa. They updated the committee about the discussions that took place concerning board realignment strategies. CEO Campbell-Domineck shared with the committee about the collaboration already taking place between workforce boards through the Florida Workforce Development Association subgroups. Gary Clark asked about the Board of County Commissioners' involvement in potential realignment. CEO Campbell-Domineck responded that the BOCC would have to vote to agree for the Polk County Workforce Development Board to be realigned. For this reason, it would be important to educate local elected officials about the potential impact of workforce board realignment in Polk County. Chair Dimmick thanked CareerSource Polk staff for its work throughout the audit process and adjourned the meeting.

Meeting Adjourned at 4:05 p.m.