



CareerSource Hillsborough Pinellas Finance/Audit Committee Minutes

CareerSource Hillsborough Pinellas

1/8/2025 10:00 AMEST

@ Hybrid; Meridian One 4350 W Cypress Street, Suite 875 Tampa FL 33607

Attendance

Present:

Members: Mitch Allen, David Fetkenher (remote), Barclay Harless (remote), Commissioner Christopher Latvala (remote), Don Noble, Sophia West (remote)

CareerSource Hillsborough Pinellas Staff: Sheila Doyle, Leah Geis (remote), Jeanette Lugo (remote), Barry Martin (remote), Steve Meier, Anna Munro, Tammy Stahlgren, Doug Tobin (remote)

Hillsborough County Government: Jonathan Wolf (remote)

James Moore: Ben Clark (remote), James Halleran (remote)

Thomas Howell Ferguson P.A.: Allison Harrell (remote), Vince Meyers (remote)

Absent:

Members: Gary Hartfield

I. Call to Order, Roll Call, and Welcome (Presenters: Don Noble)

Don Noble, Chair called the meeting to order at 10:01am. There was a quorum present.

II. Public Comments (Presenters: Don Noble)

There were none.

III. Action Items/Discussion Items

A. Required Communications and Acceptance of June 30, 2024 Annual Financial Statement – WorkNet Pinellas, Inc.

Presenter: Allison Harrell, Shareholder, Thomas Howell Ferguson P.A.
Allison Harrell provided an overview of the audit report, noting an unmodified opinion on the financial statements. The audit found no compliance issues or significant difficulties, and the financial statements were consistent with the prior year.

Motion:

To accept the WorkNet Pinellas, Inc. Annual Financial Statement Audit for the fiscal year ended June 30, 2024.

Motion moved by David Fetkenher and motion seconded by Sophia West. Motion carried.

- B. Required Communications and Acceptance of June 30, 2024 Annual Financial Statement – Tampa Bay Workforce Alliance, Inc.

Presenters: Ben Clark, Director and James Halleran, Partner, James Moore

Ben Clark provided an overview of the required communications for the financial statement audit, noting the auditors' independence, their role in issuing an opinion on the financial statements. Ben noted a clean opinion on financial statements and discussed the compliance and internal control reports. There was no areas of concern.

Motion:

To accept the Tampa Bay Workforce Alliance, Inc. Annual Financial Statement Audit for the fiscal year ended June 30, 2024.

Motion moved by Mitch Allen and motion seconded by Sophia West. Motion carried.

- C. Acceptance of 2023 IRS Form 990 – Tampa Bay Workforce Alliance, Inc.

Presenters: Ben Clark, Director and James Halleran, Partner, James Moore

Motion:

To accept the Tampa Bay Workforce Alliance, Inc. 2023 IRS Form 990 for the fiscal year ending June 30, 2024.

Motion moved by Mitch Allen and motion seconded by David Fetkenher. Motion carried.

The WorkNet Pinellas, Inc 2023 IRS Form 990 for the fiscal year ending June 30, 2024 should be ready for review at the March 2025 Finance/Audit Committee Meeting.

- D. Acceptance of December 31, 2023 401k Plan Audit – Tampa Bay Workforce Alliance, Inc. (Presenters: Anna Munro)

Motion:

To accept the Tampa Bay Workforce Alliance, Inc. 401k Plan Audit for the calendar year ending December 31, 2023

Motion moved by Mitch Allen and motion seconded by Sophia West. Motion carried.

- E. 2024 – 2025 Budget Modification No. 2 (Presenters: Sheila Doyle)

Motion:

To approve the adjustment to the revenue budget and resultant modification to the expenditure budget.

Motion moved by Mitch Allen and motion seconded by David Fetkenher. Motion carried.

- F. Approval of Solicitation of Audit and Tax Services (Presenters: Anna Munro)

Motion:

To approve to solicit an audit and tax firm to be awarded the financial statement audit/990 services and 401(K) contract for the fiscal year end June 30, 2025, and December 31, 2024, respectively, with the option for 4 additional one-year periods.

Motion moved by Mitch Allen and motion seconded by David Fetkenher. Motion carried.

- IV. Information Item

There were no questions or discussions about the information items.

- A. FloridaCommerce Financial Monitoring Quality Assurance Reports: LWDB 14 and LWDB 15
- B. Expenditure Reports for the period ending November 30, 2024

- V. Adjournment

The meeting adjourned at 10:37 a.m.

Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.