

**CareerSource Pinellas  
Audit Committee Minutes**

**Date:** April 29, 2021 – 11:00 a.m.  
**Location:** Virtual (Zoom)

**Call to Order**

Committee Chair, Dr. Rebecca Sarlo, called the meeting to order at 11:00 a.m. There was a quorum present, with the following Audit Committee members participating.

**Committee Members in attendance**

Dr. Rebecca Sarlo, David Fetkenher, Comm. René Flowers, Barclay Harless

**Committee Members Absent**

None

**Staff Present**

Steven Meier, Jennifer Brackney, Julia Bergen, April Torregiante

**Action/Discussion Items**

**Action 1 – Approval of Minutes**

The minutes of the February 24, 2021 Audit meeting were presented for approval.

Motion:	Barclay Harless
Second:	David Fetkenher

*The minutes were approved as presented. Motion carried unanimously. There was no further discussion.*

**Action 2 – Vendor Selection – Audit and Tax Services**

The Board approved the issuance of a Request for Proposal (RFP) for a qualified provider of Audit and Tax Services for the audit of the June 30, 2021 financial statements and December 31, 2020 401(K). Per DEO’s Audit and Audit Resolution Responsibilities, CareerSource Pinellas “must limit auditor retention to no more than five years.”

CareerSource Pinellas followed standard procurement processes and solicited proposals from qualified and experienced entities to provide the above-described services. Each proposal was reviewed by the CareerSource Pinellas review team.

Results of review:

<b>Proposer</b>	<b>Overall Score</b>
Thomas Howell Ferguson P.A.	91
Grau & Associates	91
Anthony Brunson P.A.	82
Mauldin & Jenkins, LLC	79
MSL CPAs & Advisors	78
Warren Averett CPAs and Advisors	77
*James Moore CPAs	-

Based on overall score, knowledge of the programs that CareerSource Pinellas offers, size of the firm, prior outsourced compliance monitors for DEO, and dedicated resources for performing audits of organizations receiving Federal funds, we recommend contracting with Thomas Howell Ferguson P.A.

**Recommendation**

Approval to enter into contract negotiations and award a contract for the provision of Audit and Tax Services with Thomas Howell Ferguson P.A. for the audit of the June 30, 2021 financial statements and December 31, 2020 401(K) for a one-year term with up to four, one-year renewals. The annual contract amount in any one year will not exceed \$35,500 for the audit of the year-end financial statements, preparation of Form 990, and annual audit of the 401K plan.

Discussion: Steven Meier presented additional background on RFP process and results of proposal reviews and criteria. Proposer James Moore CPAs was removed from consideration in light of information obtained regarding one of James Moore CPAs clients. James Moore CPAs did not include this client in their proposal as a previous or current client. Steven Meier gave more detailed information about the recommended firm – Thomas Howell Ferguson P.A.

Motion:	David Fetkenher
Second:	Barclay Harless

*The Audit Committee recommends approval to enter into contract negotiations and award a contract for the provision of Audit and Tax Services with Thomas Howell Ferguson P.A. for the audit of the June 30, 2021 financial statements and December 31, 2020 401(k) for a one-year term with up to four, one-year referrals. The annual contract amount in any one year will not exceed \$35,500 for the audit of the year-end financial statements, preparation of Form 990, and annual audit of the 401K plan. Motion carried unanimously. There was no further discussion.*

**Action 3 – Annual 401(k) Plan Audit**

**Information**

WorkNet Pinellas, Inc. 401(k) Plan is required to have an annual audit by an Independent CPA firm.

Subsequent to successful contract negotiations with Thomas Howell Ferguson P.A., Thomas Howell Ferguson P.A. will audit the financial statements of WorkNet Pinellas, Inc. 401(k) Plan, which are comprised of the statement of net assets available for benefits as of December 31, 2020, the statement of changes in net assets available for benefits for the year then ended, and the related notes and report on the supplemental schedules for the year ended December 31, 2020.

For calendar year 2020, a limited scope audit, as permitted by USDOL regulations, will not exceed \$7,500.

The annual audit is to be completed and filed along with the Form 5500 by October 15, 2021.

**Recommendation**

Approval to commence to a limited scope audit and approval for the annual 401(k) Plan audit by Thomas Howell Ferguson P.A..

Discussion: Steven Meier presented expanded information about 401(k) Plan Audit requirements. David Fetkenher inquired about the fees charged by the new firm comparative to former firm, Powell and Jones. Steve Meier confirmed that Powell and Jones’ fees were \$25k for the audit and the 990 and Thomas Howell’s are \$25.5k. For the limited scope audit, Powell and Jones’ fees were \$6k and Thomas Howell’s are \$7.5k. David Fetkenher asked to clarify the fees, as they are listed as \$35k. Steven Meier clarified that the fees provided were for five years and the final year could go as high as \$35k, with small increases each year.

Motion:	Barclay Harless
Second:	David Fetkenher

*The Audit Committee recommends approval to commence a limited scope audit and approval for the annual 401(k) Plan Audit by Thomas Howell and Ferguson P.A.. Motion carried unanimously. There was no further discussion.*

**Other Administrative Matters:** None

**Public Comments:** None

**Open Discussion:** None

**Adjournment**

David Fetkenher motioned to adjourn. The meeting was adjourned at 11:10 a.m.