

**CareerSource Pinellas
Audit Committee Minutes**

Date: December 15, 2021 – 11:00 A.M.

Location: Virtual Zoom Meeting

Call to Order

Committee Chair, Dr. Rebecca Sarlo, was unable to attend the meeting, so Barclay Harless chaired the meeting in her place. He called the meeting to order at 11:02 am.

Committee Members in attendance

Barclay Harless, David Fetkenher, Commissioner René Flowers

Committee Members Absent

Dr. Rebecca Sarlo

Guests Present

Allison Harrell – Thomas Howell Ferguson P.A., Stacey Kolka – Thomas Howell Ferguson P.A.

Staff Present

Jennifer Brackney, Steven Meier, Leah Geis

Public Comments – None

Action Items

Action Item 1 – Approval of Minutes

The minutes of October 27, 2021, Audit Committee Meeting were presented for approval.

Motion: Barclay Harless

Second: Commissioner René Flowers

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

Action Item 2 – Annual Financial Audit For the Fiscal Year Ended June 30, 2021

The audit firm of Thomas Howell Ferguson P.A. has completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2021. Allison Harrell, Engagement Partner with Thomas Howell Ferguson, P. A. presented the Audited Financial Statements and advised the Audit Committee of the *Auditor’s Communication with Those Charged with Governance*.

Recommendation

Approval of the Annual Financial Audit for the fiscal year ended June 30, 2021.

Discussion: None.

Motion: David Fetkenher

Second: Commissioner René Flowers

The Audit Committee made a motion to approve of the Annual Financial Audit for the fiscal year ended June 30, 2021. The motion carried unanimously. There was no further discussion.

Action Item 3 – 2020 IRS Form 990

WorkNet Pinellas' IRS Form 990 has been completed for the period beginning July 1, 2020 and ending June 30, 2021. One of the Form 990 requirements is that a copy will be provided to each voting member of the Board, prior to filing it with the IRS. Stacey Kolka, Senior Tax Manager with Thomas Howell Ferguson P.A. presented the Form 990. The 990 form will be filed after approval by the full Board of Directors meeting in January 2022.

Recommendation

Approval of the 2020 IRS Form 990.

Discussion: None

Motion: David Fetkenher

Second: Commissioner René Flowers

The Audit Committee made a motion for approval of the 2020 IRS Form 990. The motion carried unanimously. There was no further discussion.

Other Administrative Matters: There were no other administrative matters.

Open Discussion – None.

Adjournment

Barclay Harless adjourned the meeting at approximately 11:29 am.