



April 24, 2024 - 11:00 A.M.
Hybrid Meeting - 13805 58th St. N.
Room 2-316
Clearwater, FL 33760

Zoom
*Join via Zoom – Meeting ID: 338 034 9468
[Zoom Link](#)
*Dial In via Phone – Meeting ID: 338 034 9468
Phone: +1 646-558-8656

Audit Committee Meeting
Agenda

I. Welcome and Introductions Barclay Harless, Chair

II. Public Comment

Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.

III. Roll Call

IV. Action/Discussion Items

- 1. Approval of minutes - October 25, 2023 Audit Committee Meeting Page 1
- 2. Approval of Audit of June 30, 2024 Financial Statements Page 4

V. Other Administrative Matters

(Items of urgency not meeting the seven-day guideline for review.)

VI. Open Discussion

VII. Adjournment

Next Audit Committee Meeting – TBD

**All parties are advised that if you decide to appeal any decision made by the Board with respect to any matter considered at the meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

**If you have a disability and need an accommodation in order to participate in this meeting, please contact the Executive Assistant at 727-608-2551 or admin@careersourcepinellas.com at least two business days in advance of the meeting.*





ACTION ITEM 1

Approval of Minutes

In accordance with Article VII, Section 1(H), of the approved WorkNet Pinellas By-Laws: Minutes shall be kept of all Board and Committee meetings. Minutes shall be reviewed and approved at the next CareerSource Pinellas Board or Committee meeting as appropriate.

The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. They shall be kept on file by the Board Secretary at the administrative office of CareerSource Pinellas as the record of the official actions of the Board of Directors.

The draft minutes from the October 25, 2023, meeting of the Audit Committee have been prepared and are enclosed.

RECOMMENDATION

Approval of the draft minutes, to include any amendments necessary.

**CareerSource Pinellas
Audit Committee Meeting Minutes**

Date: October 25, 2023 – 11:00am

Location: Hybrid Meeting

Call to Order

David Fetkenher called the meeting to order at 11:00am, as the Chair, Barclay Harless, joined the call late.

Committee Members in attendance

Barclay Harless, Commissioner René Flowers, David Fetkenher

Committee Members not in attendance

Scott Thomas

Guests in attendance

Allison Harrell (Zoom) – Thomas, Howell, Ferguson

Staff Present

Steven Meier (in-person), David Zirilli (in-person), Leah Geis (in-person)

Public Comments – None

ACTION ITEM 1 – Approval of Minutes

The minutes of the August 23, 2023, Audit Committee Meeting were presented for approval.

Motion:	Commissioner René Flowers
Second:	David Fetkenher

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

ACTION ITEM 2 – Annual Financial Audit - Year Ended June 30, 2023

The Audit Committee approved Thomas Howell Ferguson P.A to perform the financial statement audit of the June 30, 2023, financial statements at its February 22, 2023, meeting and the Board followed up with their approval at the March 15, 2023, meeting.

The audit firm of Thomas Howell Ferguson P.A completed the annual financial audit for WorkNet Pinellas, Inc. for the fiscal year ended June 30, 2023.

***A copy of the Financial Statements and the Auditor’s Communications with Those Charged with Governance was included in the packet.**

RECOMMENDATION

Approval of the Annual Financial Audit for the fiscal year ended June 30, 2023.

Discussion: None

Motion:	Commissioner René Flowers
Second:	David Fetkenher

The Audit Committee made a motion for approval of the Annual Financial Audit for the fiscal year ended June 30, 2023. The motion carried unanimously. There was no further discussion.

Other Administrative Matters - There were no other administrative matters.

Open Discussion – None.

Adjournment – David Fetkenher asked for a motion to adjourn. Commissioner René Flowers presented a motion and David Fetkenher seconded the motion. David Fetkenher adjourned the meeting at 11:20am.

DRAFT



ACTION ITEM 2

Audit of June 30, 2024, Financial Statements

Thomas Howell Ferguson P.A. will audit the financial statements of WorkNet Pinellas, Inc., which comprise the statement of financial position as of June 30, 2024, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

The fees for the audit and the preparation of the Form 990 will be \$26,350 which will include travel and other out-of-pocket costs.

This will be the fourth year of the contract for audit services. Per Florida Commerce's Audit and Audit Resolution Responsibilities, CareerSource Pinellas "must limit auditor retention to no more than five years."

RECOMMENDATION

Approval to enter into an agreement with Thomas Howell Ferguson P.A. to conduct a financial statement audit for the year ended June 30, 2024.