

# CareerSource Pinellas Audit Committee Meeting Minutes

**Date:** April 24, 2024 – 11:00am

**Location:** Zoom Meeting

## Call to Order

Chair Barclay Harless called the meeting to order at 11:01am.

## Committee Members in attendance

Barclay Harless, Commissioner René Flowers, Scott Thomas

## Committee Members not in attendance

David Fetkenher

## Staff Present

Steven Meier, Leah Geis

## Public Comments – None

## ACTION ITEM 1 – Approval of Minutes

The minutes of the October 25, 2023, Audit Committee Meeting were presented for approval.

Motion:	Scott Thomas
Second:	Commissioner René Flowers

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

## ACTION ITEM 2 – Approval of 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.

**Discussion:** None

Motion:	Scott Thomas
Second:	Commissioner René Flowers

*The Audit Committee made a motion for 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. The motion carried unanimously. There was no further discussion.*

**Other Administrative Matters** - There were no other administrative matters.

**Open Discussion** – None.

**Adjournment** – Scott Thomas presented a motion to adjourn the meeting, Commissioner René Flowers seconded that motion. Chair Barclay Harless adjourned the meeting at 11:04am.