



# Pasco-Hernando Workforce Board, Inc.

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## Audit Finance Committee Summary Minutes November 15, 2010

**Audit Finance Committee Members:** Randy Woodruff, Committee Chairperson (via teleconference); Mark Barry, Don Burgher, Mark Earl (in person)

**Staff:** Jerome Salatino and Dianne Weiss

### **Business Meeting**

Meeting was called to order at 8.35 a.m. by Mark Barry, who served as Chairperson, as requested by Randy Woodruff, who attended via teleconference.

### **Action/Discussion Items:**

- Approval of Audit and Finance Minutes

**A motion to approve the minutes of August 16, 2010 was made by Don Burgher and seconded by Mark Earl. The motion was approved unanimously.**

- Modification of FY2010-11 Budget

Dianne Weiss presented the Modification of FY2010-11 Budget. Ms. Weiss reviewed the budget modification items and supporting documents, detailing ARRA NEG OJT and TAA grant funds received, which necessitated the budget modification.

**A motion to approve the Modification of FY2010-11 Budget was made by Mark Earl and seconded by Don Burgher. The motion was approved unanimously.**

- Postponement of RFQ for Employee Benefits

Ms. Weiss reviewed the Postponement of RFQ for Employee Benefits. Ms. Weiss explained that the plan is to adjust the timing of the renewal of the Employee Benefits program to coincide with the Board's fiscal year. Benefit Providers will be better able to respond to the RFQ, which would be submitted during their slower time of the year. Further, aligning the renewal to coincide with the Board's fiscal year will aid in overall budgeting.

**A motion to approve the Postponement of RFQ for Employee Benefits by Mark Earl and seconded by Randy Woodruff. Don Burgher abstained from voting. The motion was approved unanimously.**



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**Information Items:**

- Report on Programmatic Monitoring – Round 1 FY2011

Ms. Weiss gave a status update of the first round of Programmatic Monitoring which included four programs, and any respective finding and corrective actions. Overall, moving the monitoring function in-house has shown positive results with program monitoring reports and output being available in real-time.

- Update on Audit for FY2009-10

Ms. Weiss updated the Committee on the status of the Audit for FY2009-10, which was targeted for completion and review by the Board of Directors at their Dec. 16, 2010 meeting. However, with recent staff turnover, Ms. Weiss has assumed the role of HR Director. This added responsibility, coupled with the mid-year transition of Finance Directors, has delayed meeting the targeted completion date. The requirement is for Audit Plans to be submitted by March 31, 2011 for FY2009-10 and this date will be met.

**Public Comments**

**The meeting adjourned at 9.25 a.m.**

**Next Committee Meeting: January 13, 2011**  
**3185 Premier Drive, Brooksville, FL 34604**

