



Broward Workforce Development Board
Audit Committee
Tuesday, June 3, 2025
12:00 p.m. – 1:00 p.m.

Zoom Meeting ID: 857 5988 4456
Zoom Password: 037866
Zoom Call-In: 1 646 931 3860

CareerSource Broward Main Conference Room
2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

This meeting is being held via a Zoom video conference.

PROTOCOL FOR TELEPHONE/ZOOM MEETING

1. Please state your name when making or seconding a motion. Such as “I move the item, and your name – Jane Doe”. Please also identify yourself when asking a question.
2. Put your phone/microphone on mute when not speaking. Don't forget to take it off when you wish to speak. Telephone users must press *6 to mute or unmute yourself.
3. Votes in the affirmative should be “aye” and in opposition should be “no” (delays in responding sometimes make it difficult to determine the intent of the vote).
4. Please be in a quiet area free of background noise, so we may hear you clearly when you are speaking. When using Zoom, please make sure the background is appropriate or choose one of their virtual backgrounds.
5. If you are calling and must leave the call, please don't put your phone on hold. In some cases, we will get music or recorded messages and we will not be able to conduct business.
6. If you are using your phone for audio, please identify yourself on the screen and state the last 4 digits of the number you are calling from.
7. Please note the chat function has been disabled.

The Committee is reminded of conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

MEETING AGENDA

CareerSource Broward (CSBD)
2890 West Cypress Creek Road, Ft. Lauderdale, Florida 33309

IDENTIFICATION AND INTRODUCTION OF ANY UNIDENTIFIED CALLERS

SELF-INTRODUCTIONS

APPROVAL OF MINUTES

The Executive Committee approved the 2/10 Executive and Audit Combined Committee Meeting Minutes at the 4/15 Exec Committee meeting.

NEW BUSINESS

1. Fiscal and Program Monitoring

Consideration to reduce the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2. Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been consistently low and are not systemic. As CSBD's allocation is decreasing for the coming program year, we can realize cost savings of approximately \$51,600.00.

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|----------------|---------------------|
| RECOMM | Approval |
| ACTION | Motion for Approval |
| EXHIBIT | Memo #05 – 24 (LS) |

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MATTERS FROM THE AUDIT COMMITTEE CHAIR

MATTERS FROM THE AUDIT COMMITTEE MEMBERS

MATTERS FROM THE FLOOR

MATTERS FROM THE PRESIDENT/CEO

ADJOURNMENT

Memorandum #05 – 24 (LS)

To: Audit Committee

From: Carol Hylton, President/CEO

Subject: Fiscal and Program Monitoring Visits

Date: May 28, 2025

SUMMARY

Consideration to reduce the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2. Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been consistently low and are not systemic. As CSBD's allocation is decreasing for the coming program year, we can realize cost savings of approximately \$51,600.00.

BACKGROUND

CSBD conducts monitoring through a number of different vehicles. We have quality assurance staff, supervisory reviews, external monitors for fiscal and program operations. The State monitors us for both fiscal and program once a year and we conduct an organization wide single audit annually.

DISCUSSION

Over the past several years fiscal monitoring reports continue to have no findings and program monitoring findings have been substantially reduced and are not systemic.

Given the reduction in findings over the years, one area we would like to revisit is the Audit Committee's previous recommendation to reduce the number of external monitoring visits for 3 fiscal and program monitoring visits each to 2 each. This will save \$51,600.00 annually.

Should findings increase we would come back to the Audit Committee to reassess our options.

RECOMMENDATION

Reduce the number of CSBD external contracted fiscal and program monitoring visits from 3 each to 2 each for a savings of approximately \$51,600.00.