	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**

MEETING MINUTES

CareerSource Broward Main Conference Room

2890 West Cypress Creek Road, Ft. Lauderdale, FL 33309

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

ATTENDEES VIA ZOOM: Keith Costello, and Zac Cassidy who chaired the meeting

STAFF: Carol Hylton, Rochelle Daniels, Ron Moffett, Gil Valme, and Moya Brathwaite.

APPROVAL OF MINUTES

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

Committee Chair Zac Cassidy, noted that the 02/10 Executive and Audit Combined Committee Meeting Minutes were approved at the 04/15 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.

Committee Chair Zac Cassidy introduced the item.

Mr. Cassidy opened the discussion. He stated that based on the consistent fiscal and program monitoring results, reducing the number of annual visits is a good idea that would produce cost savings. He added that we should track the monitoring results for one year and decide whether to keep or increase the number of visits based on those results.

On a motion made by Keith Costello and seconded by Zac Cassidy the Audit Committee unanimously approved reducing contracted fiscal and program monitoring visits from 3 each to 2.

MATTERS FROM THE AUDIT COMMITTEE MEMBERS

None.

MATTERS FROM THE FLOOR

None.

MATTERS FROM THE PRESIDENT/CEO

Carol Hylton reported that we are finalizing the budget for next program year and assessing where we can implement cost saving measures. For instance, Ms. Hylton indicated that the lease for the North One-Stop expires in February. We are considering a space reduction and potential co-locations with partners. We have also vacated the second floor at the Central One-Stop location and Ms. Daniels is working with the State to make the appropriate adjustments to our lease.

ADJOURNMENT

12.09 pm

THE NEXT AUDIT COMMITTEE MEETING IS TBD.