

## Audit Finance Committee Meeting

November 7, 2019 – 9.00 a.m.  
4440 Grand Blvd.  
New Port Richey, FL 34652

**Dial in:** 1.800.750.4065    **Participant Code:** 7701773#

### Committee Members

Mark Barry, Mark Earl, Ken Minter, Joelle Neri, Lex Smith

Call to order .....Mark Barry, Chair

### Public Comments

*Any person wishing to speak before the Audit Finance Committee must complete the Public Comment Card prior to the start of the meeting. All comments will be limited to three minutes.*

### Action Items:

1. Approval of Minutes from August 15, 2019 Meeting (Mark Barry).....Pages 1-3

### Information Items:

1. Audit Update (Theresa Miner) ..... Verbal
2. Monitoring Update (Theresa Miner)..... Verbal
3. Budget Update (Theresa Miner) ..... Verbal

### Board Member Comments

### Board Chair Comments

Adjournment



**ACTION ITEM 1**  
**Approval of Minutes**

Draft minutes of the August 15, 2019 Audit Finance Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**DRAFT**  
**Audit Finance Committee Meeting Minutes**  
August 15, 2019 – 9.00 a.m.

**Committee Members**

**Present:** Mark Barry, Mark Earl, Joelle Neri, Lex Smith

**Absent:** Ken Minter

**Quorum Present:** Yes

**Others Present:**

PHWB Staff: Heather Harter, Theresa Miner, Jerome Salatino

**Proceedings:**

Meeting called to order at 8.58 a.m. by Mark Barry, Chair

Welcome and call to order .....Mark Barry, Chair

**Public Comments**

No public comments were received.

**Action Item 1 – Approval of Minutes from May 9, 2018 Meeting**

Mark Barry asked the Committee members to review the minutes from May 9, 2018 meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION made by Mark Earl and seconded by Lex Smith to approve the minutes. Motion carried.

**Action Item 2 – Financial Policies and Procedures Manual**

Committee members reviewed the summary of changes to the Financial Policies and Procedures Manual. The manual has been updated to comply with policy updates required by the Department of Economic Opportunity.

MOTION made by Lex Smith and seconded by Joelle Neri to approve the changes as presented. Motion carried.

**Action Item 3 – Procurement Standards, Policies and Procedures**

Committee members reviewed the recommended summary of changes to Procurement Standards, Policies and Procedures to bring our policies up to date with the Department of Economic Opportunity.

MOTION made by Joelle Neri and seconded by Lex Smith to approve the changes as presented. Motion carried.



**Information Item 1 – Budget Revision #1**

Theresa Miner provided the Committee with an updated budget for FY 2019-20.

**Information Item 2 – Statement of Revenues and Expenditures**

Theresa Miner provided the Committee with a financial update listed on the Statement of Revenues and Expenditures report.

**Information Item 3 – Programs Report Year End 6/30/19**

Jerome Salatino provided the Committee with a programs update for year end 6/30/19.

**Information Item 4 – Workforce Re-Entry Program Update**

Jerome Salatino provided the Committee with an update on the Workforce Re-Entry Program.

**Board Member Comments**

No Board Member comments were made.

**Board Chair Comments**

Mark Barry thanked everyone for calling in.

With no further business to discuss, the meeting adjourned.

