

## Audit Committee

August 31, 2021 | 9:00am

### Agenda

#### 1. Roll Call

- ✓ Barry Ramage, Chair (D)
- ✓ Stuart Auchincloss (U)
- ✓ Michele Ment (P)
- ✓ Mary Linda Todd (G)
- Ric Swierat, Ex Officio (D)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Saran Camara (Staff Liaison)

#### 2. Mr. Ramage provided an overview of the process engaged in, as agreed upon by the Committee in May:

- a. A Request for Proposals (RFP) was issued with a deadline of August 15<sup>th</sup>.
- b. Six responses were received
- c. MHLS staff reviewed the responses and evaluated them for completeness as per the RFP.
- d. Staff provided a summary of the responses, ranking the firms that submitted proposals, and provided all RFP responses to the committee for their own review.
  - i. Ms. Camara noted that it was a tight competition as many of the firms were comparable.

#### 3. **ACTION:** Committee members reported that after their own review of the proposals along with the staff summary they agreed with the staff recommendation and therefore Mr. Auchincloss moved, and Mr. Ramage seconded a motion to recommend to the board that the firm Sickler, Torchia, Allen & Churchill (STAC) be contracted with for the audit of the organization's 2021 finances. The motion passed unanimously.

- a. It was noted that STAC is the lowest qualified bidder.

#### 4. Mr. Ramage thanks Ms. Camara for overseeing a smooth RFP process and expressed thanks to the Committee members for their thorough review of the RFP responses.

**The meeting was adjourned at 9:15pm**

*Committee Charge:* Reviews matters related to financial statements, the systems of internal controls and compliance, and the annual independent audit process, including the recommended engagement of and receiving of all reports from the auditors.