

MHLS Audit Committee

Monday, August 26, 2024 | 11:00am

1. Roll Call

- ✓ Richard Swierat, Chair (D)
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- Peter Carey (P)
- ✓ Jame Coyle (Staff Liaison)
- ✓ Kenneth Goldberg (U)
- ✓ Janet Schnitzer (C)
- ✓ Barry Ramage (D) (ex officio)
- ✓ Mary Linda Todd (G)

2. **MHLS Staff provided an update on the delayed 2023 audit process and submission of Annual Financial Report (AFR) to the Office of the State Comptroller (OSC).** It was noted that the auditor is actively conducting the audit as we speak and will book time to be on site in the near future. We are now approximately eight months behind schedule.

3. **RFP Responses:** The Committee members reviewed the three proposals received in response to a request for proposal (RFP) for audit services that was issued by MHLS in June. Responses were received from Checkley & Associates, EFPR Group, and RBT CPAs. Each proposal was evaluated on criteria related to their firm's profile; qualifications; training of personnel in governmental accounting; quality of staff included in the assignment; reference responses; and cost of the audit, the filing our Annual Financial Report with New York State, and their hourly consulting rates. The other item evaluated was each firm's response to our preferred timeline for work to be completed. **ACTION ITEM:** After a discussion of this analysis, Chair Swierat moved, and Janet Schnitzer seconded a motion to recommend to the board that a five-year contract be pursued with EFPR Group to start with the FY2024 audit. The Committee agreed unanimously.

The meeting was adjourned at 11:43am.