

MINUTES OF THE REGULAR MEETING
OF THE
AUDIT COMMITTEE
WEST VIRGINIA HOUSING DEVELOPMENT FUND
March 24, 2021

A regular meeting of the Audit Committee of the West Virginia Housing Development Fund ("Fund") was held on Wednesday, March 24, 2021 via telephone. The telephone number was made available to the public in the Notice of Meeting of the Audit Committee posted on the Secretary of State website, on the Fund's website, and at the gate of the West Virginia Housing Development Fund. The meeting was called to order by Chair John Gianola, at 8:30 a.m., with the following members present throughout except where noted:

John Gianola, Chair
Kara Hughes, Representative for the
Honorable Riley Moore, State Treasurer
Steven Travis, Representative for the
Honorable Patrick Morrissey, Attorney General

Staff Present:

Erica Boggess, Executive Director
Zach Fisher, Internal Auditor
Chad Leport, Division Manager - Accounting and Finance
Martha Lilly, Legal Assistant
Kelley Ridling, Senior Manager, Internal Audit
Lori Ryan, Executive Assistant
Kristin Shaffer, Senior Legal Counsel
Crystal Toney, Deputy Director - Administration

Others Present:

Samme Gee - Jackson Kelly PLLC
Kelley Goes – Jackson Kelly PLLC

CONSIDERATION/APPROVAL OF THE MINUTES OF
THE DECEMBER 16, 2020 MEETING

Representative Steven Travis moved for the approval of the Minutes of the December 16, 2020 regular meeting. His motion was seconded by Representative Kara Hughes, and, upon the affirmative vote of the three (3) members present, the Chair declared the motion adopted.

REAFFIRMATION OF THE AUDIT COMMITTEE
CHARTER

Kelley Ridling presented the Audit Committee Charter for affirmation and stated that no changes had been made since it was approved on July 31, 2019.

Representative Travis moved to reaffirm the Audit Committee Charter. His motion was seconded by Representative Hughes, and, upon the affirmative vote of the three (3) members present, the Chair declared the motion adopted.

REAFFIRMATION OF THE AUDIT DEPARTMENT
CHARTER AND INTERNAL AUDIT CONFLICT OF
INTEREST STATEMENTS

Ms. Ridling presented Audit Department Charter to the Committee for affirmation and stated that no changed had been made since it was approved on July 31, 2019.

Representative Travis moved to reaffirm the Audit Department Charter and the Internal Audit Conflict of Interest Statements. His motion was seconded by Representative Hughes, and, upon the vote of the three (3) members present, the Chair declared the motion adopted.

EXECUTIVE SUMMARY OF INTERNAL
AUDIT ACTIVITIES

Ms. Ridling informed the Committee that the materials for the meeting included a summary of internal audit activities completed December 2020 through February 2021 and stated that she would provide additional details upon request.

ADJOURNMENT

There being no further business, Representative Travis moved to adjourn the meeting. His motion was seconded by Representative Hughes, and, upon the affirmative vote of the three (3) members present, the Chair declared the meeting adjourned at 8:54 a.m.


Martha Lilly
Assistant Secretary