

MINUTES OF THE REGULAR MEETING
OF THE
AUDIT COMMITTEE
WEST VIRGINIA HOUSING DEVELOPMENT FUND
September 28, 2022

A regular meeting of the Audit Committee of the West Virginia Housing Development Fund ("Fund") was held on Wednesday, September 28, 2022. The Committee attended in person, via video conferencing and via telephone. The video conferencing information was made available to the public in the Notice of Meeting of the Audit Committee posted on the Secretary of State website, and on the Fund's website. The Chair called the meeting to order at 8:09 a.m., with the following members present throughout except where noted:

Kara Hughes, Representative for the Honorable Riley Moore, State Treasurer, Chair (in person)

Bob Nistendirk, Member (via video)

Steven Travis, Representative for the Honorable Patrick Morrissey, Attorney General (via phone)

Staff Present:

Erica Boggess, Executive Director

Zachary Fisher, Internal Auditor

Trisha Hess, Senior Manager – Accounting

Maggie Leaptrot, Chief Financial Officer

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:

Rob Adams – Brown Edwards

Anthony Carpenter – Brown Edwards

Staunton Gorrell – Brown Edwards

Samme Gee - Jackson Kelly PLLC

CONSIDERATION/APPROVAL OF THE MINUTES OF
THE JUNE 27, 2022 MEETING

Representative Steven Travis moved for the approval of the Minutes of the June 27, 2022 regular meeting. His motion was seconded by Member Bob Nistendirk, and, upon the affirmative vote of the three (3) members present, the Chair declared the motion adopted.

EXTERNAL AUDITOR COMMUNICATIONS

Rob Adams introduced the staff in attendance from Brown Edwards.

Staunton Gorrell reviewed the audit schedule and stated that Brown Edwards provided the required communication letter entitled Auditor Communication to Management and Those Charged with Governance and reviewed the communication items with the Committee.

JUNE 30, 2022 AUDITED FINANCIAL STATEMENTS

Mr. Gorrell presented the 2022 Audited Financials and noted that management appropriately applied government accounting standards in the Fund's financial statements.

Mr. Gorrell stated that management takes responsibility for the content of the financial statements and all the relative significant disclosures and assertions, and explained there were no difficulties, delays or disagreements with management in conducting the audit. Mr. Gorrell stated that the Fund received a clean, unmodified opinion.

Chair Kara Hughes moved to accept and recommend the Audited Financial Statements to the full Board. Her motion was seconded by Member Nistendirk, and, upon the affirmative vote of the three (3) members present, the Chair declared the motion adopted.

CONSIDERATION OF EXTENDING CONTRACT TO
INDEPENDENT AUDITOR

Erica Boggess noted the Fund's contract with Brown, Edwards & Company, L.L.P. (Brown Edwards) ended after the June 30, 2022 audit period. Ms. Boggess explained that the U.S. Treasury issued guidance on September 19, 2022, relating to the closeout of the Emergency Rental Assistance Program, ERA1. To meet the obligation requirement of ERA1, the Fund must have a written agreement with an audit firm in place by September 30, 2022, covering the audit of the ERA1 program for the fiscal year ending June 30, 2023.

Ms. Boggess explained that staff had intended to issue a formal RFP for audit services for **fiscal years 2023 through 2027**, however, the RFP process and contract execution could not be completed prior to the September 30, 2022 obligation requirement. Due to the timing, Brown Edwards has provided a fee proposal to cover the fiscal year 2023 audit only, including the single audit cost relating to ERA programs.

Staff is recommending approval of Brown Edwards' proposal for the fiscal 2023 audit, allowing the fund to contract with Brown Edwards and obligate the fiscal 2023 audit cost to the ERA1 program by the September 30, 2022 deadline.

Chair Hughes moved to approve the recommendation to contract with Brown Edwards for the fiscal year 2023 audit. Her motion was seconded by Representative Travis, and, upon the affirmative vote of the three (3) members present, the Chair declared the motion adopted.

ADJOURNMENT

There being no further business, Member Nistendirk moved to adjourn the meeting. His motion was seconded by Representative Travis, and, upon the affirmative vote of the three (3) members present, the Chair declared the meeting adjourned at 8:36 a.m.


Martha Lilly
Assistant Secretary