

MINUTES OF THE REGULAR MEETING  
OF THE  
AUDIT COMMITTEE  
WEST VIRGINIA HOUSING DEVELOPMENT FUND  
January 25, 2023

A regular meeting of the Audit Committee of the West Virginia Housing Development Fund ("Fund") was held on Wednesday, January 25, 2023. The Committee attended in person 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 8:01 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 phone)  
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  
Whitney Humphrey, Communications Administrator  
Maggie Leaptrot, Chief Financial Officer  
Chad Leport, Division Manager – Finance and Federal Financial Compliance  
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 SEPTEMBER 28, 2022 MEETING

Member Bob Nistendirk moved for the approval of the Minutes of the September 28, 2022 regular meeting. His motion was seconded by Representative Steven Travis, and, upon the affirmative vote of the three (3) members present, the Chair declared the motion adopted.

ACCEPTANCE AND APPROVAL TO RELEASE THE  
FEDERAL AUDIT FOR FISCAL YEAR ENDING JUNE 30,  
2022

Rob Adams introduced the staff from Brown Edwards.

Staunton Gorrell explained the financial report and informed the Committee that the Audit Report is the same as the one that was issued in September 2022 with the addition of the section on Supplementary Information. Mr. Gorrell presented the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters, the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance, and the Schedule of Findings and Questioned Costs. Mr. Gorrell stated that the Federal Audit covered the HOME Program, the HTF Program, the Homeowners Assistance Fund, and the Mountaineer Rental Assistance Program and noted that there were no significant deficiencies or material weaknesses to report and there were no issues of noncompliance.

Chair Kara Hughes moved to accept and approve the Federal Audit for Fiscal Year ending June 30, 2022 and to release the financial statements to the public. Her motion was seconded by Representative Travis, and, upon the affirmative vote of the three (3) members presented, the Chair declared the motion adopted.

REAFFIRMATION OF THE AUDIT COMMITTEE  
CHARTER

Kelley Ridling presented the Audit Committee Charter for reaffirmation and stated that no changes had been made since it was approved on July 31, 2019. The Charter was most recently reaffirmed by the Committee March 10, 2022.

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

## REAFFIRMATION OF THE AUDIT DEPARTMENT CHARTER

Ms. Ridling presented the Audit Department Charter to the Committee for reaffirmation. Ms. Ridling stated that no changes have been made since it was approved on July 31, 2019. The Charter was most recently reaffirmed by the Committee March 24, 2021.

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

## INFORMATIONAL ITEMS

### INTERNAL AUDIT WORKPLAN

Ms. Ridling presented the 2023 Internal Audit Department Work Plan.

### SUMMARY OF INTERNAL AUDIT ACTIVITIES

Ms. Ridling informed the Committee that FY22 Financial Audit testing and External Audit have been completed. Internal Audit testing summaries and supporting documentation were shared with Brown Edwards for its performance of the financial audit. The audit resulted in no findings or comments.

Ms. Ridling informed the Committee that the HOME, HTF, ERA1, ERA2 and HAF Programs Compliance testing has been completed. The Internal Audit testing summaries and supporting documentation were shared with Brown Edwards for its performance of the Uniform Guidance audit. The audit resulted in no findings or comments.

## 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 8:27 a.m.

  
Martha Lilly  
Assistant Secretary