

CHARTER AUDIT COMMITTEE MINUTES

August 31, 2021

Department of Education

MEMBERS IN ATTENDANCE

James Smack, Chairman, COSAL Committee

Mike Dang, Management Analyst IV, State Public Charter School Authority

Michael Shafer, Audit Manager, Department of Education

Heather Domenici, Executive Branch Auditor, Governor's Office of Finance

Sarah Nick, Management Analyst III, Department of Education

MEMBERS EXCUSED

CJ Manthe, Commissioner, Public Utilities Commission

STAFF PRESENT

Braden Hudnall, Administrative Assistant II, Department of Education

I. ROLL CALL/CALL TO ORDER

The meeting was called to order at 2:09 pm.

Ms. Manthe was excused.

II. PUBLIC COMMENT I

Chairman Smack asked for comments from the public. There were no members of the public who wished to make comments.

III. APPROVAL OF MINUTES

The minutes from the February 23, 2021 meeting were briefly reviewed. After reviewing them, and with no added discussion from the committee, Mr. Shafer motioned in favor to accept the minutes as written. Mr. Dang seconded the motion.

The committee unanimously voted in favor of the motion and passed the minutes.

No further suggestions were made.

IV. REVIEW AND VOTE ON NEW RFQ SUBMISSION

Chairman Smack explained that while the submission from Houldsworth, Russo & Company, P.C. was late, that was partially the fault of the committee as there has been no new administrative assistant to assist with the process for the past several months.

Chairman Smack asked if there was anybody present from Houldsworth, Russo & Company, P.C. who would like to make any comments. Nobody from Houldsworth, Russo & Company, P.C. was present.

Chairman Smack opened the application for discussion from committee members.

Mr. Dang said he had no concerns and believed the self-scoring on the application seemed to be in order. Mr. Dang asked for clarification on Appendix D of the application. He said Houldsworth, Russo & Company P.C. had checked the boxes of both sections of the "Mandatory Evaluation Criteria" despite only needing to check the boxes for one section. Chairman Smack confirmed that all CPA firms only need to check the boxes for one section of the "Mandatory Evaluation Criteria".

Chairman Smack asked if the committee would be comfortable with approving the RFQ from Houldsworth, Russo & Company P.C. for the previous school year in addition to this upcoming school year. Committee members agreed that would be fine.

Ms. Domenici motioned to approve Houldsworth, Russo & Company P.C. for the fiscal year 2021 and fiscal year 2022 auditor list. Mr. Dang seconded the motion. The committee unanimously voted in favor of the motion and approved Houldsworth, Russo & Company for the fiscal year 2021 and fiscal year 2022 auditor list.

V. PUBLIC COMMENT II

Chairman Smack asked for comments from the public. There were no members of the public who wished to make comments.

The meeting was adjourned at 2:18 pm