Housing Finance Authority of Leon County Audit Committee August 16, 2018 Meeting Minutes

Lewis With a quorum present, Chairman Stucks called the HFA meeting to order at 12:06 P.M.
None
None
Mr. Kevin McCarthy
Ms. Kerry Parsons
Mr. Mark Hendrickson Ms. Susan Leigh
Mr. Allen Stucks, Chairman Mr. Tom Lewis, Board Chairman Mr. Andrew Gay, Treasurer Dr. Jeffrey Sharkey, Secretary Mr. Mike Rogers

Staff called the Membership Roll and attending members were Chairman Stucks, Board Chairman Lewis, Secretary Sharkey, Treasurer Gay, and Mr. Rogers.

Agenda Item #2:	Ratification of RFQ and RFQ Provisions
Action Taken:	Chairman Stucks called for a motion to ratify the RFQ for Audit Services and its provisions. Secretary Sharkey motioned to ratify, and it was 2 nd by Mr. Rogers. Motion passed unanimously.
Agenda Item #3:	Discussion of RFQ Process
Action Taken:	Ms. Parsons advised the Committee on the proper procedures and actions. Mr. Hendrickson explained the RFQ adoption, timing, publication, and receipt of responses. He also presented a matrix which included all selection criteria.

Agenda Item #4 Committee Discussion and Action

The Committee members discussed the responses to the RFQ and the anticipated issues that the audit would deal with. After discussion, each member presented their proposed ranking of the respondents:

Secretary Sharkey: (1) The Nichols Group (2) Law Redd Crona & Munroe (3) Thomas Howell Ferguson

Treasurer Gay: (1) The Nichols Group (2) Law Redd Crona & Munroe (3) Mauldin & Jenkins, and (4) Thomas Howell Ferguson

Mr. Rogers, Board Chairman Lewis and Committee Chairman Stucks: same ranking as Treasurer Gay.

Action Taken:	Treasurer Gay motioned that the Audit Committee present a recommended ranking of the respondents to the Audit RFQ of (1) The Nichols Group, (2) Law Redd Crona & Munroe, (3) Mauldin & Jenkins, and (4) Thomas Howell Ferguson, and it was 2 nd by Secretary Sharkey. Motion passed unanimously.
	Secretary Sharkey motioned that the Audit Committee recommend that the full HFA Board direct Treasurer Gay to negotiate a contract with The Nichols Group, and was 2 nd by Mr. Rogers. Motion passed unanimously.
Agenda Items #5	Final Discussion

Chairman Gay asked HFA General Counsel if the Committee had handled the process as required, and was given an affirmative response. Ms. Parsons indicated that the Audit Committee should have minutes of this meeting for approval at the August 23, 2018 HFA meeting.

Agenda Item # 6: Adjournment

This meeting was adjourned at 12:50 P.M.

Allen Stucks, Chairman, Audit Committee

Jeffrey Sharkey, Secretary Date: