

**Vermont Housing and Conservation Board
Finance Committee Meeting
MINUTES
Monday, November 1, 2021
2:30pm
Meeting by ZOOM Conference Call**

Attending:

Board Committee Members: Neil Mickenberg, Dave Marvin, Billy Coster, Clarence Davis, Andrea DeLaBruere
Staff attending: Staff: Gus Seelig, Anne Duffy, Kathy Barrows, Jen Hollar, Larry Mires, Amanda Moran
Moshinskie, Brenda Riddle, Karen Freeman
Others Present: Alina Korsak, Sheryl Stephens Burke, and Alan Goodwin, Melanson CPA

Neil called the meeting to order at 2:30pm

Auditor's Presentation

Alina Korsak, of Melanson CPA, and Sheryl Stephens Burke presented the FY2021 audit, which includes the financial statement audit as well as the federal Single audit. Alina thanked VHCB financial staff for their cooperation, and wanted the Board members to know what a highly competent financial team VHCB has. Internal Controls are effectively designed and functioning properly. There were no audit adjustments, and this is a clean audit with no issues or adjustments.

For the federal audit, Sheryl pointed out the VHCB is considered a low-risk auditee for the Single Audit. The major program selected for the federal audit were the CRF and HTF funds. In their testing they had no findings. This is also a clean audit with no issues.

The Board committee has a standard practice of meeting with the auditors, without staff present, to discuss any issues that they may wish to discuss, not in the presence of staff. At 2:50pm, committee members met separately with the auditors for six minutes, and upon returning to the meeting said that staff received high marks, and nothing came out of the meeting that needed to be raised with staff. Auditors left the meeting.

Billy moved the recommended resolution, Clarence seconded.

Resolution: To accept the FY2021 draft audit reports as presented by Melanson CPA for publication (subject to any edits mutually agreed upon), and recommend acceptance of the final issued report to the full Board at the December meeting.

Roll call vote:

Billy	Yes
David	Yes
Neil	Yes
Clarence	Yes
Andrea	Yes

There was a brief discussion regarding future audit services. The committee members expressed an interest to stay with Melanson, CPA for the next audit, provided we negotiate an acceptable price.

FY2023 Budget – review, discussion and recommendation

Anne presented the budget for FY2023. The overall budget is at \$62.672M, including an Operation Budget of \$5.8M. Anne emphasized that these are current projections, and revenue may change significantly, depending upon the Administration's recommendations and federal funding. Once we know what the Administration is recommending in PTT and other funding, we will alter as appropriate. The Operations Budget includes an additional 1.65 FTE, and 3.5% increase in the overall budget.

Anne brought up the Clean Water Service Provider budget. We have not identified a source for the projected shortfall of \$27,000. Gus mentioned the ongoing discussions with DEC, and possible changes in program that would help the program break even. We will continue discussion with DEC on providing funding to cover VHCB's costs. Karen mentioned that there are other providers who also have this concern.

Resolution on 2023 Proposed Budget:

The Finance Committee recommends the attached FY2023 proposed budget to the full Board, in the amount of \$62,672,444, which includes an Operations Budget of \$5,802,314.

Clarence moved the resolution; David seconded.

Billy wanted to clarify that the final budget submitted will include the figures from the Governor's budget, and that VHCB will adjust our budget to reflect the Governor's recommendations.

Clarence:	yes
Billy	yes
David	yes
Andrea	yes
Neil	yes

Change of Custodian for VHCB Retirement Plan

Larry summarized the need for the custodial change.

Resolution: The Committee hereby ratifies the approved change of Custodian for the VHCB retirement plan

Billy moved; Clarence seconded

Andrea	yes
Clarence	yes
David abstain	(previously approved)
Billy	yes
Neil	yes

September 2021 Financial Statements – for review

Anne had previously sent a number of financial reports for review. She sent the reports as a means of getting members to begin a discussion about what information would be most helpful in getting a picture of organizational finances and performance. Committee members and staff discussed a variety of reporting ideas for staff to consider.

Proposed Committee schedule for 2022

Anne went over the proposed committee schedule for the upcoming year. Agreed the schedule may need to shift dates to address auditor solicitation and/or other issues.

Other Business

No other business

Adjourn

The meeting was adjourned at 4:45pm

Respectfully submitted,

Lawrence Mires