

Board Finance & Audit Committee

Meeting Minutes

February 1, 2024

5:00 pm – 6:30 pm

Regular Meeting

[Zoom Meeting Recording](#)

Committee Members Present: Claudio Gualtieri, Patrick Charmel. Absent: Stacia Grosso

Opening, Roll Call, Opening Statement:

Claudio Gualtieri called the meeting to order at 5:05 pm. Claudio Gualtieri requested that Gwen Reyes call the roll; Gwen Reyes recognized quorum.

Meeting Agenda

Motion: Claudio Gualtieri asked for a motion that the committee accept the meeting agenda. Claudio Gualtieri created the motion. Patrick Charmel seconded. There was no further discussion. None opposed. **Motion carried.**

Meeting Minutes

Motion: Claudio Gualtieri asked for a motion that the committee accept the August 2023 meeting minutes. Claudio Gualtieri created the motion. Patrick Charmel seconded. There was no further discussion. None opposed. **Motion carried.**

Public Comments: None

2021-2025 Meeting Schedule: Claudio asked for a motion that the committee accept the meeting dates as proposed. Claudio Gualtieri created the motion. Patrick Charmel seconded. There was no further discussion. None opposed. **Motion carried.**

FY23 Financial Close Out and Audit Update: Gwen Reyes provided an overview of the FY23 financials. A status update of the FY23 audit was also provided indicating the audit is in progress and the report and recommendations, if any, are anticipated to be ready in time for discussion at the next meeting.

Insurance Update – Status of Renewals: Michelle Puhlick provided a status update of the 2024 renewals. Market estimates and application status were provided. An updated report will be provided at the next meeting.

Executive Session: Claudio Gualtieri asked for a motion that the committee accept entering an executive session to discuss corporate strategy pertaining to trade secrets and personnel matters. Jenn Searls and Michelle Puhlick were invited to the executive session to participate in the discussion. Claudio Gualtieri created the motion. Patrick Charmel seconded. No further discussion. **Motion carried.**

Upon exit from the Executive Session, Claudio Gualtieri created the motion to approve the compensation and benefits program as amended. Patrick Charmel seconded. No further discussion.
Motion carried.

Adjournment: The meeting adjourned at 6:39 pm.

DRAFT