

**Washington County Local Development Corporation**  
**Audit and Finance Committee Meeting**  
**Tuesday, September 13, 2016**  
**8:30 a.m.**  
**Supervisors Classroom**

**Meeting Minutes**

Present: Jared Humiston, Cassie Fedler, and Rich Norman  
Others present: Deanna Derway, President WCLDC

Seth called the meeting to order at 8:37 a.m.

After reviewing the minutes from the June meeting, Cassie Fedler made a motion to approve as presented and Jared Humiston seconded. There was no further discussion and it was approved unanimously.

We reviewed the July and August financials and Jared Humiston made the motion to approve the financials as submitted. Cassie Fedler seconded. There was no further discussion and it was approved unanimously. Each committee member signed off on the monthly reports in the binder.

Next, The Committee discussed the proposed 2017 budget. Deanna explained the budget is in line with years past which the Committee can see from the past years actual numbers included in the spreadsheet. The Audit line item is proposed to increase as we review the RFP's submitted for this service and can see that our costs are going to increase here. The Committee also discussed the need to look at the staffing pattern as all WCLDC responsibilities/knowledge falls on Deanna and she feels that it is in the best interest to have someone else learning this as well in case of her absence for any reason (illness, maternity leave, etc.). There was no further discussion and Jared Humiston made a motion to approve the proposed budget for review by the Full Board of Directors. Cassie Fedler seconded and it was approved unanimously.

Next, the Committee began to review the RFP responses that were submitted in regards to Audit and Accounting services that were due by 9/1/16. We received 5 proposals for Audit Services and 3 for accounting services. The Committee discussed a number of factors including location, costs, as well as references that were included in the proposals. The Committee was able to eliminate a couple of the proposals based on costs alone and then made a list of the referrals that they would like Deanna to reach out to for the remaining companies. Deanna will gather this information and present the results to the Committee at next month's meeting when the Committee will make a decision and recommendation to the full board of Directors for approval of both servicers.

The meeting was adjourned at 9:25 a.m. with a motion from Cassie Fedler and a second by Jared Humiston.

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Seth Pitts, Chairman