

**Executive Committee Meeting**  
**Minutes**  
**April 14, 2021**

Committee Members Present: D. Shumway, Chair, K. Buck, J. Cuddy, P. Ikawa, S. Marchant  
 Committee Members Absent: N/A  
 Other Board Members Present: N/A  
 Staff Members Present: D. Christon, R. Dapice, P. Donahue, B. Frost, A. Gray, S. Kenney, J. Law, C. Provencher, D. Sargent  
 Others Present: Douglas DeLara, Baker Newman Noyes; Jason Emery, Baker Newman Noyes; Jeremy Veilleux, Baker Newman Noyes

Chair Shumway called the meeting to order at 11:00 a.m. He noted that, as Chair of the Executive Committee, he recognizes the existence of an emergency due to the COVID-19 crisis and, in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically. Mr. Shumway began the meeting with a roll call of members and each member stated their presence, their location and noted that they were alone.

Chair Shumway welcomed Mr. Veilleux, Mr. Emery and Mr. DeLara from Baker Newman Noyes.

1. Approval: Minutes of the March 4, 2021 Executive Committee Meeting: The Committee had no comments on the minutes as presented. Mr. Cuddy moved approval, seconded by Ms. Ikawa. A roll call vote was taken and the motion to Approve the Minutes of the March 4, 2021, Executive Committee meeting passed by a unanimous vote.
2. Discussion: FY 2021 Year-End Audit Plan by Baker Newman Noyes: Mr. Christon briefly discussed the audit policy of the Authority and the requirement for a pre-engagement discussion with the committee. Mr. Veilleux provided a presentation for members, reviewing the audit scope and design of the annual audit. He discussed the timing of the audit procedures and noted the likelihood of the audit being performed remotely again this year. Mr. Veilleux then reviewed the 2021 Areas of Focus. Mr. Emery reviewed the uniform guidance audit, providing details and noting programs are reviewed on a rotating basis. He reported the Shelter Modification Program and Emergency Rental Assistance Programs may be tested this year. Mr. DeLara then discussed fraud procedures performed before and during the audit and reviewed required communications. He reported no new accounting pronouncement is applicable for 2021 but noted upcoming GASB pronouncements that will be effective for FY 2022 and FY 2023. Mr. Veilleux stressed that if members have any concerns, they can reach out to the team at Baker Newman Noyes at any time. Chair Shumway thanked the members of Baker Newman Noyes and expressed appreciation to the staff for the high quality and easily understandable matters that have been brought to the Board.
3. Discussion: 2020 PBCA Annual Compliance Review: Mr. Christon discussed the annual remote compliance review of the Project Based Contract Administration (PBCA) program. He reported there were no performance findings. Mr. Dapice updated members on the new

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Department of Housing and Urban Development (HUD) team that performed the review and noted staff is looking forward to running the program for another year. Members expressed appreciation to the asset management staff for their quality work.

There being no further business to bring before the Committee and determining there was no need for a non-public session, Mr. Cuddy moved, seconded by Mr. Buck. Following a roll call vote the meeting was adjourned at 11:29 p.m.