



Audit/Finance Committee Meeting
Monday, May 15, 2023 - 5:30 pm
via Zoom

MINUTES

Committee Members Present: Alfred Mae Drakeford (Chairman), Kevin Johnson, Jim McCain, Vivian McGhaney, David Weeks, Chuck Wilson, Earl Wilson

Committee Members Not Present: Grady Brown, Dwight Stewart

Guest(s): Julia Nelson

Staff Present: Areatha Clark, Dennis Cyphers, Rachel Katorkas

1. **Welcome and Call to Order** - Chairman Alfred Mae Drakeford called the meeting to order at 5:32pm.
2. **Invocation and Pledge of Allegiance** - Chairman Drakeford provided the invocation and Mr. Jim McCain led the Committee in the Pledge of Allegiance.
3. **Determination of Quorum** - Chairman Drakeford verified that a quorum was present.
4. **Adoption of Agenda** - Chairman Drakeford entertained a motion to approve the agenda. The motion was made by Chuck Wilson and seconded by Jim McCain. All were in favor and the motion passed unanimously.
5. **Adoption of Previous Meeting Minutes** - Chairman Drakeford entertained a motion to approve the previous meeting minutes from April 24, 2023. A motion was made by Mr. McCain and seconded by Mr. Chuck Wilson. All were in favor and the motion passed unanimously.
6. **Selection of Audit Firm for FY 2022-2023** - Rachel Katorkas briefed the Committee on the procurement for audit services for year ending June 30, 2023. Staff followed the COG's internal procurement procedures to formally solicit written proposals for audit services. Staff advertised online in SCBO and emailed notices of the RFP to approximately two dozen firms. Proposals were received from three firms which were then rated and ranked by an evaluation team comprised of two staff other than Finance staff, and two Audit-Finance Committee members. The highest ranked firm was CKH CPAs & Advisors, which had an average score of 99 out of 100 possible points. The second-highest ranked proposal had an average score of 25 points less than CKH. The proposed costs have been deemed reasonable by staff based on current and past audit costs. Staff recommends that the Committee accept the recommendation of the evaluation committee and select CKH as the successful proposer. Chairman Drakeford asked what the agency's current audit costs are. Mrs. Katorkas replied that costs for the most recent audits for the COG and RDC were \$29,000; proposed costs are \$26,000 for the first year. Chairman Drakeford entertained a motion to accept the evaluation committee's ranking and the staff recommendation to engage the firm of CKH CPAs & Advisors for audit services for FY 2022-2023. A motion was made by Mr. McCain and seconded by Mrs. McGhaney. Chairman Drakeford asked for any discussion. Mr. Chuck Wilson asked which Committee members were on the evaluation committee. Mr. McCain replied that he was on the evaluation committee and Mrs. Katorkas responded that Mr. Dwight Stewart was also on the evaluation committee. Chairman Drakeford asked

if there would be a problem for an audit firm out of Atlanta to access and audit our records. Mrs. Katorkas replied that it would not be an issue. Mr. McCain added that he was very impressed with the capabilities of CKH; they have audited other COGs and are able to pull information down remotely. All were in favor and the motion passed unanimously.

7. **Chairman's Remarks** - Chairman Drakeford asked if the Committee needed to discuss the audits before they were presented to the board in June. Mrs. Katorkas said that there were no findings in the audits but would be glad to answer any questions the Committee had. Mrs. Katorkas clarified that a motion wasn't needed from the Committee to take the audit to the Board; the audits would only be presented to the Board as information only. The Board could accept the reports but would not be approving them. Chairman Drakeford asked about the Nominating Committee, and it was determined that a vote should not be taken on that at this time since it was not on the agenda.
8. **Adjournment** - The committee meeting adjourned at 5:48pm.

Respectfully Submitted,



Rachel Katorkas
Finance Director