

New Jersey Public Broadcasting Authority

Meeting of the Audit Committee

October 7, 2020 at 1:00 p.m.

New Jersey Public Broadcasting Authority
Conference Room and by Conference Call
25 S. Stockton Street
Trenton, NJ 08608

MINUTES

Douglas Eakeley, Chair, Presiding

Minutes of the meeting of the New Jersey Public Broadcasting Authority (“NJPBA” or “Authority”) Audit Committee (the “Committee”) held at the New Jersey Public Broadcasting Authority Conference Room, 25 S. Stockton Street, Trenton, New Jersey 08608, and by Conference Call on Wednesday, October 7, 2020, at 1:00 p.m.

1. CALL TO ORDER, OPEN PUBLIC MEETINGS ACT STATEMENT AND ROLL CALL

Chair of the NJPBA Audit Committee, Mr. Douglas Eakeley, called the meeting to order. Chair Eakeley read the Open Public Meetings Act statement as follows: “In accordance with the provisions of the Open Public Meetings Act of the State of New Jersey, notice of this meeting has been filed with the Office of the Secretary of State, has been posted on the appropriate bulletin boards maintained for such purposes by the Authority, and distributed by press release to two daily newspapers in New Jersey. Notice was made in advance of this meeting.”

Chair Eakeley then requested a roll call. NJPBA Audit Committee Members present and participating at the meeting were Douglas Eakeley, Chair (*via phone*); Matthew Hoban (*via phone*); and Christopher Mathews (*via phone*). Also present and participating were Warren Broudy, Mercadien, P.C. (*via phone*); Jack Hammell, Mercadien, P.C. (*via phone*); Kavin Mistry, Deputy Director, Division of Law (*via phone*); George Loeser, Deputy Attorney General, Division of Law (*via phone*); Craig Ambrose, Associate Counsel, Governor’s Authorities Unit (*via phone*); and Nichol Gee, Assistant Chief, NJPBA (*taking minutes*).

**2. RESOLUTION APPROVING THE MINUTES OF THE JANUARY 22, 2020
AUDIT COMMITTEE MEETING**

**RESOLUTION APPROVING THE MINUTES
OF THE JANUARY 22, 2020 AUDIT COMMITTEE MEETING**

WHEREAS, the New Jersey Public Broadcasting Authority (the “Authority”) was created pursuant to the New Jersey Public Broadcasting Authority Act of 1968, L. 1968, c. 405, as amended (the “Original Act”), including by the New Jersey Public Broadcasting System Transfer Act, L. 2010, c. 104 (the “Transfer Act,” and together with the Original Act, the “Act”); and

WHEREAS, the Members of the Audit Committee established pursuant to Article IX, Section 2 of the By-Laws of the Authority desire to approve the minutes of the January 22, 2020 meeting of the Audit Committee, attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE
AUDIT COMMITTEE OF THE NEW JERSEY PUBLIC BROADCASTING
AUTHORITY AS FOLLOWS:**

1. The Members of the Audit Committee hereby approve the minutes of the January 22, 2020 meeting of the Audit Committee.
2. This resolution shall take effect immediately in accordance with the Act.

Chair Eakeley asked for a motion to approve a Resolution Approving the Minutes of the January 22, 2020 Audit Committee Meeting. Mr. Mathews made a motion to approve the resolution. Mr. Hoban seconded the motion. Chair Eakeley asked if there were any changes to the minutes. No changes were indicated. Chair Eakeley asked for a voice vote to approve the Resolution Approving the Minutes of the January 22, 2020 Audit Committee Meeting. The motion was voted upon and approved unanimously.

**3. DISCUSSION OF THE FISCAL YEAR 2020 NEW JERSEY PUBLIC
BROADCASTING AUTHORITY AUDIT**

Chair Eakeley asked Mr. Warren Broudy and Mr. Jack Hammell to present an overview of the NJPBA Fiscal Year 2020 (“FY20”) audit to be conducted by Mercadien, P.C. Mr. Broudy greeted the Committee and introduced Mr. Hammell to review the audit procedures.

Mr. Hammell reviewed the pre-audit letter sent to the Committee. He stated that two-way communication was needed between the Committee and the auditors, who would convey any issues with management, fraud, or significant deficiencies or weaknesses in internal

controls to the Committee in a timely manner. Mr. Hammell explained that the auditors were surveyed on a monthly basis to ensure that all auditors were completely independent from the NJPBA. He explained the audit procedures that would be followed.

Mr. Hammell reviewed the audit timeline. Planning was scheduled for October 19, 2020, and fieldwork was scheduled for November 8, 2020. The audit would be performed remotely using SuraLink software so that the NJPBA could securely upload any documents requested.

Mr. Hammell asked if there were any questions. There were none.

4. OTHER BUSINESS

Chair Eakeley asked if there was any other business the Committee needed to discuss. The members demurred.

5. ADJOURNMENT

Chair Eakeley thanked everyone for their participation and asked for a motion to adjourn. Mr. Mathews made a motion to adjourn the meeting. Mr. Hoban seconded the motion. The motion was voted upon and approved unanimously. The meeting was adjourned at 1:06 p.m.