

New Jersey Public Broadcasting Authority
Meeting of the Audit Committee

June 7, 2021 at 9:00 a.m.
Via Conference Call

MINUTES

Douglas S. Eakeley, Chair, Presiding

Minutes of the meeting of the New Jersey Public Broadcasting Authority (“NJPBA” or “Authority”) Audit Committee (the “Committee”) held by Conference Call on Monday, June 7, 2021, at 9:00 a.m.

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

Chair of the NJPBA Audit Committee, Mr. Douglas S. 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 S. Eakeley, Chair (*via phone*); Matthew Hoban (*via phone*); and Christopher Mathews (*via phone*). Also present and participating were Susan Wilkerson, Deputy Attorney General (*via phone*); and Nichol R. Gee, Assistant Chief, NJPBA (*via phone, taking minutes*).

2. RESOLUTION APPROVING THE MINUTES OF THE JANUARY 20, 2021 AUDIT COMMITTEE MEETING

**RESOLUTION APPROVING THE MINUTES
OF THE JANUARY 20, 2021 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 20, 2021 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 20, 2021 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 20, 2021 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 20, 2021 Audit Committee Meeting. The motion was voted upon and approved unanimously.

3. RESOLUTION OF THE AUDIT COMMITTEE OF THE NEW JERSEY PUBLIC BROADCASTING AUTHORITY RECOMMENDING APPROVAL OF THE INDEPENDENT AUDITOR FISCAL YEAR 2021 FEE QUOTE

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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 Authority is constituted as an instrumentality of the State of New Jersey exercising public and essential governmental functions; and

WHEREAS, the Audit Committee of the Authority was established pursuant to Article IX, Section 1 of the By-Laws of the Authority and in accordance with the requirements of Executive Order No. 122 (McGreevey 2004)(“EO 122”); and

WHEREAS, on October 23, 2018, upon the recommendation of the Audit Committee, the Authority approved the engagement of Mercadien, P.C. (the “Auditor”) to serve as the independent auditor to the Authority for a three-year term in connection with the annual audit of the Authority for the fiscal years ending June 30, 2018, June 30, 2019, and June 30, 2020, with two options to extend the engagement at the sole determination of the Authority for one (1) additional year each in connection with the annual audit of the Authority for the fiscal years ending June 30, 2021 and June 30, 2022 under the same terms and conditions as set forth in the Request for Quote for Independent Audit Services issued by the Authority on May 17, 2018 (the “RFP”); and

WHEREAS, pursuant to the RFP, the Auditor submitted a response to the RFP (the “RFP Response”) providing its approved hourly rates for conducting the audit of the Authority during the term set forth in the RFP; and

WHEREAS, the Auditor has submitted not to exceed fee quote of \$23,562 for the audit of the Authority for the fiscal year ended June 30, 2021 (“Fiscal Year 2021 Audit”) in accordance with the Auditor’s approved hourly rates in the RFP; and

WHEREAS, the Audit Committee has reviewed the fee quote of the Auditor for the Fiscal Year 2021 Audit and wishes to recommend that the Members of the Authority approve the Auditor’s fee quotes.

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

1. The Audit Committee hereby recommends that the Authority approve the fee quotes of the Auditor of \$23,562 for the Fiscal Year 2021 Audit.
2. This Resolution shall take effect upon adoption in accordance with the Act.

Chair Eakeley asked for a motion to approve a Resolution of the Audit Committee of the New Jersey Public Broadcasting Authority Recommending Approval of the Independent Auditor Fiscal Year 2021 Fee Quote. Mr. Mathews made a motion to approve the resolution. Mr. Hoban seconded the motion. Chair Eakeley asked for a roll call vote to approve the Resolution of the Audit Committee of the New Jersey Public Broadcasting Authority Recommending Approval of the Independent Auditor Fiscal Year 2021 Fee Quote. The motion was voted upon and approved unanimously.

4. OTHER BUSINESS

Chair Eakeley asked if there was any other business the Committee needed to discuss. The members all stated that there was not.

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 adjourned at 9:03 a.m.