

## **Lighthouse Youth Services Audit Committee Meeting Minutes**

A meeting of the Lighthouse Youth & Family Services audit committee was convened on March 19, 2018, at the administrative offices of Lighthouse Youth Services.

Those in attendance, Bob Zepf, Ken Feldmann and Allison Kahn

Staff: Cathy Goold, Judy Oakman and Pam Oeffler

USI Insurance Agents: Barry Kramer and Patty Isaacs

The meeting opened with Ms. Isaacs handing out a two-page document showing in detail the current insurance coverage that Lighthouse currently has which started January 31, 2018 and runs through January 30, 2019. Mr. Kramer reviewed each column on the document which included properties, computer coverage, commercial auto, commercial general liability, employee benefits liability, sexual abuse and molestation, professional liability, fire damage, medical expense limits, crime policy, employment practices and fiduciary liability policy, and Beazley Breach Response (Cyber) policy. He also reviewed all of the affiliates and entities that were insured through Lighthouse. Mr. Kramer and Ms. Isaacs then left the meeting.

Ms. Oakman indicated that management would like to take a look at our broker relationship for risk management. Ms. Oakman stated that there are no complaints with Barry Kramer but that it is always good to evaluate the service we get in relation to the service fee. Barry Kramer, under USI and formerly Wells Fargo, has serviced us for years. Philadelphia is likely the insurance provider of choice in the social services sector, but with the expanded responsibilities and additional support of the Audit Committee, management would like to come back and evaluate our overall risk management program and insurance broker. Ms. Oakman indicated that late summer would be the expected time frame to begin this review. Mr. Feldmann raised his concern regarding our relationship with Buzz Brown. Mr. Brown initially got us started with the insurance broker years ago. Mr. Feldmann stated he has been a big financial contributor for many years. Mr. Feldmann suggested Ms. Oakman talk to Bob Mecum/Paul Haffner regarding the background of Lighthouse and Buzz Brown. Ms. Oakman agreed to follow up with Mr. Mecum and Mr. Haffner.

Mr. Feldmann then asked for a motion to approve the October 30, 2017 minutes. Upon motion by Mr. Zepf and seconded by Ms. Kahn the minutes were approved as read.

Mr. Feldmann then reviewed the changes made to the Audit Committee Charter. He stated the goal is to make sure all committee and board charters are consistent. One change was to add all the entities and affiliates to the charters and to properly record the relationship between the Lighthouse Community School and Lighthouse. Mr. Feldmann then stated we expanded the functions of the Audit Committee. In addition to meeting with independent auditors before and after the audit, it has been decided to include the areas of risk management and agency compliance. The committee would annually review a summary of any of the agency's compliance audits which include CARF, DYS, DHHS, OCJS and United Way. Ms. Oakman stated that Ms. Goold is the Agency Compliance Officer so any complaints are investigated through her and the audit committee would get a summary of those with any material items being given more detail. The Audit Committee is also responsible for reviewing the Conflict of Interest forms completed by the Board.

There being no further audit committee business, the meeting was adjourned.

Respectfully submitted, Pam Oeffler