

**Lighthouse Youth & Family Services
Audit Committee Meeting Minutes
March 12, 2019**

A meeting of the Lighthouse Youth & Family Services Audit Committee was convened on March 12, 2019, at 401 E. McMillan at noon.

Those in attendance: Ken Feldmann, Allison Kahn, Bob Zepf and Paul Haffner.

Staff: Judy Oakman.

Ken Feldmann welcomed everyone and asked for a motion to approve the minutes as amended from the previous meeting as distributed. Ms. Oakman noted that the audit report was accepted by the Audit Committee and we will need to accept the audit report at the full Lighthouse board meeting next week. This is an additional requirement to meet state regulations. Allison Kahn motioned and Bob Zepf seconded. The motion passed unanimously.

Ms. Oakman discussed the engagement of Oswald Companies as our broker. The insurance renewal went through with a few changes in coverage but overall about flat in actual costs. Moira Lyon, our contact was not available to meet today but will come back when we meet later this year to present an overview of our coverage. Specifically, Ms. Lyon will address the recommended coverage for Active Shooter and Volunteer accident insurance which the committee discussed in some detail but tabled.

Ms. Oakman reviewed the Risk Management Plan with the committee. The yellow highlighted items are the areas that Lighthouse has focused over the last year. Active Shooter is one area that continues to be improved upon. The addition of Cincinnati Police Officer, Elena Moton, to the board has been a big help in overall security at our physical locations. The implementation of the E-H-R is also an exposure for the Agency. Mr. Feldmann asked about our whistle blower policy and would like to review our policy. Ms. Oakman will get the committee a copy. Ms. Oakman indicated that the Risk Management Plan is a living document that will be reviewed/updated by the senior leaders periodically to ensure we are all aware of our Risk Management Plan and that it is being followed. This is also a CARF requirement.

Ms. Oakman was happy to report that there are no outstanding legal issues for Lighthouse.

Next, Ms. Oakman provided an updated spreadsheet on our compliance efforts. This is also a living document that is continually updated by Accounting, Grants and Development and our CQI Director to ensure our reporting/accreditation/licensing is up to date. Ms. Oakman will continue to present this report with highlighted items to show any compliance exceptions or corrective action plans to the committee. In general, the Agency is doing well and complying with funder's requirements and government regulations.

Ms. Oakman presented the audit report of the Sheakley Center for Youth LP. CSH performed this audit and tax returns for us. Committee members were asked to review and any questions can be answered by Rob Kitchen the auditor on this job. For the 2019 Lighthouse audit, there is one additional item that will change for not for profit organizations: a new ruling to "tax" NFP agencies for free parking spaces that are provided to their employees. More to come on this one but there will be Unrelated Business Income Tax (UBIT) for the benefit provided to employees for this service.

Ms. Oakman also noted that she has moved the audit up a couple of weeks to the last two weeks in August. So the next committee meeting will be in July/August time frame. Ms. Oakman will schedule the next meeting before the audit.

There being no further audit committee business, the meeting was adjourned at approximately 1:30pm.

Respectfully submitted,

Judith A Oakman