



**Executive Committee Minutes**  
**March 11, 2024 from 12:30pm-1:30pm**  
**Virtual Meeting Via Zoom or Phone**

*Attendees: Heather Ficht, Jessica Fitzpatrick, Nickelle Haffey, Laurie Chesley, David Burger*  
*Guest: Nadia Costa (Jones & Roth)*

Meeting called to order at: 12:37pm

**12:30pm: Consent Agenda – Dave Burger, Vice Chair**

Consent Agenda:

- Minutes from February Executive Committee Meeting – *vote required*  
*Laurie moves to approve the minutes from February as presented. David seconded. Unanimously approved.*
- Introduce Nickelle Haffey, Project Manager – *information only*

**12:45pm: Financial Statements – Sarah Hummel and Nadia Costa, Jones and Roth**

Our auditors will present our financials – *vote required*

Discussion Summary: Nadia talked through the letter, which calls attention to several items: Any key policies that changed through the year, of which there were none. The collectability of receivables was deemed reasonable. There were no significant difficulties in performing the audit. Corrected and Uncorrected Misstatements (audit adjustments), four material adjustments that were made based on GAAP. There were no disagreements with management. There were no consultations with outside accountants.

The audit has expressed an unmodified opinion. No material weaknesses or significant deficiencies. There were no instances of non-compliance. One material weakness in internal controls regarding the SEFA. The plan to address the finding is to ensure that multiple parties within management of EC Works ensure the accuracy of information submitted to the SEFA.

Nadia provided an overview of the financial statements. 90% or more expenditures are funding the program. 10-20% is the recommended administrative cost.

*Laurie moves to approve the financial statements and audited financials as presented. David seconds. Unanimously approved.*

**1:15pm: Executive Session – Heather Ficht, Staff**

**1:30pm: Adjourn Dave Burger, Vice Chair**

*Meeting Adjourned by David Burger at 1:27pm*