

**A MEETING OF THE AUDIT COMMITTEE
OF THE LIVING WELL FOUNDATION
ON THURSDAY, JUNE 16, 2022, AT 8:00 A.M.
AT THE WMWO CHAMBER OF COMMERCE
112 PROFESSIONAL DRIVE, WEST MONROE, LOUISIANA 71291**

MINUTES

Members Present:

Jim Allbritton
Chris M. Pittard

Staff Present:

Alice M. Proffit, President/CEO

Staff Absent:

Monica Turner, Executive Assistant
Secretary/Treasurer

Members Absent:

P. Michelle Getret-Ford

Others Present:

Lori Woodard, Woodard & Associates, APAC

The meeting was called to order, and the presence of a quorum was verified. Lori Woodard of Woodard & Associates, APAC, the Foundation's auditing firm, was welcomed to the meeting and introduced.

Nominate Audit Committee Chair – Upon motion by Mr. Allbritton, seconded by Mr. Pittard, the nomination of Mr. Pittard as Audit Committee Chair for 2022 was unanimously approved (2-0).

Minutes – The minutes from the November 2, 2021, meeting were reviewed. With no changes to the minutes, upon motion by Mr. Allbritton, seconded by Mr. Pittard, the minutes were unanimously approved (2-0).

Review 2021 Audit Items – As the 2021 audit report had an exception noted in the State Agreed Upon Procedures (SAUPs), and as the report has been previously accepted by the Executive Committee, and thereafter filed with and accepted by the LA Legislative Auditor, a review of the noted exception was held. Mrs. Woodard explained the specifics regarding the requirement for a policy for data protection and restoration in the event of a disaster. No action was necessary on this item.

Policy for IT Backup and Disaster Recovery – Discussion was then held on a policy addressing the noted exception related to backup and disaster recovery of critical data for the Foundation. Mrs. Woodard offered further input to the intent and compliance related to the audit and the SAUPs. It was reported that the 2022 audit SAUPs from the LA Legislative Auditor were not yet known, and that Woodard & Associates, APAC, are engaged for the 2022 audit as the second year of a 2-year letter of engagement. After discussion, upon motion by Mr. Allbritton, seconded by Mr. Pittard, the policy was unanimously approved (2-0). This item will be implemented immediately and updated to the Board of Directors at its next meeting.

There being no other activities, and no Committee members or members of the public wished to make any further comments, upon motion duly made and seconded, the meeting was adjourned.



Chair



Secretary