

**CREDIT UNION COMMISSION AUDIT COMMITTEE
MEETING MINUTES
914 East Anderson Lane, Austin, Texas
March 9, 2023**

A. CALL TO ORDER – Chair Kay Swan called the meeting to order at 2:02 p.m. pursuant to Chapter 551 of the Texas Government Code. Other Commission members present included Liz Bayless, David Bleazard and Ex-officio Jim Minge. The Chair introduced General Counsel Nancy Elmilady, who will serve as legal counsel for the committee at this meeting. Staff members in attendance were Michael S. Riepen, Commissioner, Robert W. Etheridge, Deputy Commissioner, and Executive Assistant, Isabel Velasquez. The Chair appointed Isabel Velasquez as recording secretary. The Chair inquired and the Commissioner confirmed that the notice of the meeting was properly posted with the Secretary of State **(February 24, 2023, TRD#2023001168)**.

❖ **INVITATION FOR PUBLIC INPUT FOR FUTURE CONSIDERATION**
– Chair Swan invited public input for future consideration by the committee. There was none.

B. RECEIVE MINUTES OF PREVIOUS MEETING (November 3, 2022)
– Mrs. Bayless moved to approve the minutes of November 3, 2022, as presented. Mr. Bleazard seconded the motion, and the motion was unanimously adopted.

C. PROPOSED INTERNAL AUDITOR SOLICITATION REQUEST FOR QUALIFICATIONS (RFQ) – General Counsel Elmilady briefly reported on the Evaluation Committee’s recommendation of which respondent to award the contract to for conducting internal auditing services of the department as a result of the posted RFQ 469-23-001. Ms. Elmilady stated the Evaluation Committee is recommending that the Audit Committee award the contract subject to final execution and negotiation, to Respondent #3. Furthermore, Ms. Elmilady

explained that there were three respondents that submitted proposals. She explained that Cheli Castro, Chair of the Evaluation Committee is in attendance in case there were any questions the Committee wished to have directed towards her. At this time, Ms. Elmilady took a moment to thank Mrs. Castro for all her help and hard work that she did on this procurement.

Ms. Elmilady presented a packet of information, including the proposal and scoring sheets, to assist the Audit Committee in determining whether to accept the staff's recommendation.

After a few minutes to review the packet of information, Mr. Bleazard moved to approve the Evaluation Committee's recommendation to award the contract for conducting internal auditing services of the CUD as a result of RFQ 469-23-001 solicitation to Respondent #3, subject to successful completion of any final contract drafting, negotiation, and final execution, and to recommend that staff have the authority to draft and work on the contract, and the Commissioner to execute said contract. Mrs. Bayless seconded the motion, and the motion was unanimously adopted.

D. NEXT COMMITTEE MEETING – Chair Swan reminded everyone that, if necessary, the next meeting of the Committee would be tentatively scheduled for Thursday, July 13, 2023.

ADJOURNMENT – There being no further business for the Committee, Chair Swan adjourned the meeting at 2:15 p.m.

Kay Swan
Chair

Isabel Velasquez
Recording Secretary

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