

MINUTES OF THE AUDIT COMMITTEE
OF
NEW YORK CITY INDUSTRIAL DEVELOPMENT AGENCY
January 20, 2022

A virtual meeting of the Audit Committee of the Board of Directors of New York City Industrial Development Agency ("NYCIDA" or the "Agency") was held telephonically or in person at 9:00 a.m. on Thursday, January 20, 2022.

The following members of the Committee were present by means of a conference call at the above indicated meeting of the Committee (the "Meeting"), constituting a quorum:

- Albert V. De Leon, Chair
- Khary Cuffe
- James Prendamano

The following members of NYCEDC staff were present in person or by means of a conference call:

- Finance: Fred D'Ascoli – the Agency's CFO, Amy Chan – the Agency's Assistant Treasurer, Leslie Escobar – the Agency's Assistant Treasurer, Carol Ann Butler – AVP, Christine Robinson – AVP (conference call)
- Internal Audit ("IA"): Jennie Wallace – EVP (in person)
- Compliance Department ("Compliance"): Shin Mitsugi – the Agency's Compliance Officer (in person)
- Strategic Investments Group ("SIG"): Emily Marcus - the Agency's Deputy Executive Director (conference call)

Present by means of a conference call were representatives from Ernst & Young LLP ("EY"):

- Kimberly Hancy – Engagement Partner
- Erin Montgomery – Senior Manager
- Adam Wolken – Manager

Mr. De Leon called the meeting to order at 9:00 a.m.

1. Approval of the Minutes of the September 20, 2021 Audit Committee meeting

Mr. De Leon asked if there were any questions or comments related to the minutes of the September 20, 2021 meeting. There being no questions or comments, Mr. De Leon motioned to approve the minutes. Mr. Cuffe seconded the motion, and the motion was approved.

2. Finance Update

Ms. Chan stated that Finance is planning on procuring and retaining auditors for the next four years as EY's contract is concluding. Finance will prepare a request for proposal ("RFP") on behalf of NYCIDA. The selection committee will convene in March 2022 with a recommendation from the NYCIDA Audit Committee and the full approval from the NYCIDA Board in the meetings of May 2022.

Ms. Chan mentioned that during the Audit Results meeting in September 2021, EY presented their Independent Auditor Schedule of Investments Management Letter for FY2021. Ms. Chan commented that as noted by EY, New York State guidelines provide for minimum standards; however, the governing body and management have flexibility in designing systems and procedures to meet four overarching objectives. As agreed to by the Audit Committee, for the next meeting, management will draft proposed revisions to the Agency's investment guidelines to incorporate the flexibility allowed by the State's guidelines.

3. Internal Audit Activity Update

Ms. Wallace commented that the FY2022 NYCIDA audit has been completed and the review has been scheduled for Q4 FY2022. She stated that there are two open issues for NYCIDA, one has been closed and the other has a revised target date of Q3 FY2022.

4. Compliance Activity Update

Mr. Mitsugi presented updates on the audit by the Office of State Comptroller. He provided the overview of the engagements with the auditors. With feedback provided by Mr. De Leon, Mr. Cuffe and Mr. Prendamano, Mr. Mitsugi further stated that he would communicate with the state auditors to receive the status of their examination work and the approximate timeframe to close out the remainder of their work.

5. Session with External Auditors

A private session with EY was not held at this time

6. Session with Management

A private session with Management was not held at this time

7. Session with Internal Audit

A private session with Internal Audit was not held at this time

8. Adjournment

There being no further business, the meeting was adjourned at 9:41 a.m.



Shin Mitsugi (Apr 15, 2022 09:32 EDT)

Assistant Secretary

04/15/2022

Date: _____

New York, New York