

***Fire & Police Pension Association  
Audit Committee Meeting Agenda***

March 28, 2017

9:00 a.m.

**9:00 a.m. Call to Order**

**Approval of January 26, 2017 meeting minutes**

**9:05 a.m. Procurement Process** *Presenter: Kevin Lindahl*

**9:30 a.m. Review of Audit Services RFP proposals and selection of Finalists**  
*Presenters: Dan Slack, Kim Collins*

**10:30 a.m. Determination of Finalist Presentation Format**  
*Presenters: Dan Slack, Kim Collins*

**11:00 a.m. Adjournment**

**Tentative Agenda for Audit Committee Meeting April 19, 2017 8:00 a.m.**

- **SSAE 16 SOC 1 Type 2 2016 Report**
- **Moving from SSAE 16 to SSAE 18**
- **2016 Financial Audit Update**
- **Internal Auditor Presentation on Entity Level Controls**
- **Finalist Presentations for Audit Services RFP**

## **FIRE AND POLICE PENSION ASSOCIATION**

Minutes – Audit Committee Meeting  
March 28, 2017

FPPA Office  
5290 DTC Parkway, Suite 100  
Greenwood Village, CO

Committee Members Present: Chair Jack Blumenthal, Pam Feely, Nick Nuanes

Staff Members Present: Dan Slack, Kim Collins, Kevin Lindahl, and Jacquette Tara

Others Present: Keith Galante, Paragon Audit Consulting

*Notice of this meeting and a copy of the agenda were posted in the building lobby of the FPPA office and on the FPPA website at least twenty-four hours prior to the meeting.*

At 9:00 a.m., Chair Blumenthal called the meeting to order.

Ms. Feely moved to approve the minutes of the January 26, 2017 meeting. Mr. Nuanes seconded the motion. The motion passed.

### Procurement Process

Mr. Lindahl reviewed the memo included in the packet regarding discussions in public and on the record versus discussions held in executive session.

### Review of Audit Services Request for Proposals, Proposals, and Selection of Finalists

Mr. Slack reviewed the accountability matrix included in the packet. Ms. Collins reviewed the memo included in the packet regarding the process staff undertook in evaluating and scoring the submitted proposals in the External Auditor Selection Process. Ms. Collins also previewed a suggested interview process, sample questions for the candidates, and the timeline requirements leading to a finalized contract.

Ms. Feely moved the Committee select BKD LLP, CliftonLarsonAllen LLP (CLA), and Eide Bailly LLP as the three audit firm finalists. Mr. Nuanes seconded the motion. The motion passed.

Mr. Lindahl and Ms. Collins will conduct media research on the three finalists, Ms. Collins and Ms. Smith will conduct reference calls, and Ms. Collins will notify the finalists of the Audit Committee's decision and process so they can prepare to

present before the Audit Committee on April 19.

*Determination of Finalist Presentation Format*

The Committee reviewed and revised the suggested questions to ask the audit firms at the April 19<sup>th</sup> Audit meeting. They agreed to follow the sample interview format provided. The committee agreed to have a 7:30 a.m. start time for the April 19<sup>th</sup> meeting.

At 10:38 a.m., Ms. Feely moved to adjourn the meeting. Mr. Nuanes seconded the motion. The motion passed and the meeting adjourned.