

**NEW JERSEY HIGHLANDS COUNCIL
AUDIT EVALUATION COMMITTEE**

**CHAIR REPORT
FOR THE MEETING OF JANUARY 24, 2008**

On January 24, 2008, the Audit Evaluation Committee held a meeting at the New Jersey Highlands Council office in Chester, New Jersey. Notice of the meeting was provided on the Highlands Council's website. Council members present included the Committee Chair Tracy Carluccio with Committee Members Tahesha Way and Scott Whitenack participating via phone conference. The Highlands Council staff included Eileen Swan, Tom Borden, Ranji Persaud and Kim Kaiser.

Ms. Swan provided an overview of the status of review from the Highlands Council's Financial Consultant. He has completed an internal review of the Council's records from the inception of Council operations. The Council is required, pursuant to Executive Order 122, to retain an independent auditor. Ms Swan then advised the Committee that Kim Kaiser had prepared a Request for Proposals (RFP) as well as a list of State certified auditors. Once the Audit Evaluation Committee has made its recommendations to the Audit Committee, the Audit Committee reviews the recommendations and may decide to interview the respondents prior to making a final recommendation to the full Council. The Committee reviewed the RFP and authorized Executive Director Swan to post the RFP on the Council's website and send correspondence to the list of State certified auditors.

Hearing no public comment, the Chair adjourned the Committee meeting.