



Minutes for CDA Audit Committee Meeting

04/28/2023 | 10:00 AM - 3:00 PM - Pacific Time (US & Canada)

CDA Office, Sacramento

Committee Members (4)

- Dr. Gail Duffala
- Dr. Naomi Ellison
- Dr. Kevin Kai
- Dr. Wayne Nakamura

Staff

- Peter DuBois, CDA Executive Director (partial)
- Kevin Roach, CDA Chief Financial Officer
- Alexis Rodier, CDA Executive Assistant
- Heidi Stevens, CDA VP of Finance

Guests

- Jen Aras, Crowe, LLP (partial)
- Katie Fox, CDA Security Engineer (partial)
- Jan Katerkamp, CDA Manager, Ethics & Compliance (partial)
- Praneeth Narayana, CDA Sr. Director of Applications (partial)
- Elizabeth Sav, Crowe, LLP (partial)

Welcome and Call to Order

Call to Order: Chair, Gail Duffala, DDS called the meeting to order at 10:05 a.m. on April 28, 2023.

1. **Establish Quorum:** Chair, Gail Duffala, DDS determined that a quorum was present.
2. **Approval of the Agenda:** The agenda was approved as presented.

Consent Agenda

3. **Approval of the Meeting Minutes – January 20, 2023:** The minutes were approved as presented.

Regular Business

2. **2022 Audit Report and Audited Financial Statements:** The committee reviewed the audited, consolidated financial statements for CDA and its subsidiaries. Crowe, LLP presented the results of the audit. The committee then met with the auditors in closed session to discuss the audit.
 - Resolved, that the CDA Audit Committee be approved as submitted.



Motion approved unanimously.

3. **IT Update:** The committee received an update on various aspects of the IT department within the organization.
4. **Compliance & Ethics Update:** The committee received an update on various aspects of Compliance and Ethics within the organization.
5. **Banking Discussion:** The committee received an update on the recent events in the banking industry.
6. **CDA and Subsidiaries Financial Statements as of March 31, 2023:** The committee reviewed the financial statements for CDA and subsidiaries as of March 31, 2023.
7. **Expense Report Approval:** The committee reviewed and approved via DocuSign the submitted expense reports for the CDA President and CDA Executive Director.

New Business:

1. Potential Closed Session Interviewees

Closed Session

1. **Crowe, LLP:** The committee interviewed our independent auditors, Crowe, LLP, in closed session.
2. **Staff Interview – Christine Draa:** The committee interviewed Christine Draa, CDA Chief People Officer, in closed session.

Information Only

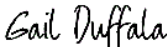
1. **Quarterly Whistleblower & Ethics Point Site Report:** The committee was updated that there are no whistleblower or Ethics Point site reports for the period ending March 31, 2023.

Adjournment

- The committee adjourned at 1:54 p.m. The next meeting is scheduled for July 14, 2023 via Virtual meeting.

Future Meetings

- Friday, July 21, 2023
- Friday, October 18, 2023

<p>DocuSigned by:  <small>E219D180C3D642C</small> Gail Duffala, DDS, Chair</p>	<p>8/30/2023 Date Signed</p>	<p>07/21/2023 Date approved</p>
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