

**Suffolk County Land Bank Program  
Suffolk County Department of Economic Development and Planning  
Division of Planning and Environment  
H. Lee Dennison Building – 1<sup>st</sup> Floor  
Media Room # 182  
Hauppauge, NY 11788-0099**

**Wednesday, March 18, 2015 at 10:30 a.m.**

**SC Land Bank Audit Committee  
Meeting Minutes**

**PRESENT:**

Hon. DuWayne Gregory, Presiding Officer, Suffolk County Legislature  
K. Kelly Morris, Suffolk County IDA  
Brian Petersen, AVZ  
Kevin Schmutz, Sheehan & Co., CPA PC  
John Klinger, Sheehan & Co., CPA PC

**Staff:**

Sarah Lansdale, Director of Planning  
Robert Braun, Esq., Counsel to the Land Bank, SC Dept. of Law  
Jason Smagin, SC Dept. of Law  
Andre Bermudez, SC Economic Development and Planning  
Colleen Badolato, SC Div. of Planning and Environment

**Absent:**

Jill Rosen-Nikoloff, SC Economic Development and Planning

**CALL TO ORDER**

The Land Bank Audit Committee meeting was called to order by Presiding Officer Duwayne Gregory at 10:40 a.m.

**NEW BUSINESS**

- **Review the Minutes of December 4, 2014 Audit Committee Meeting - Tabled**  
*Motion made by P.O. Gregory to table the adoption of the minutes. K. Kelly Morris was not appointed to Audit Committee until February 11, 2015.*
- **Review Management's Assessment of the Effectiveness of Internal Controls Report**
  - Section 2800(1)(a)(9)a and Section 2800(2)(a)(8) of Public Authorities Law require all public authorities to complete an annual assessment of the effectiveness of their internal control structures and procedures.
    - A. Define the Authority's Major Business Functions
    - B. Determine the Risks Associated with Its Operations
    - C. Identify the Internal Control Systems in Place
    - D. Assess the Extent to Which the Internal Control System is Effective
- **Draft Audit Report - Presentation by Sheehan & Company**  
*Motion to adopt draft Audit Report was made by P.O. Gregory; seconded by K. Kelly Morris*

**ADJOURNMENT**

P.O. Gregory adjourned the meeting at 11:25 a.m.

***Next Audit Committee Meeting - December 16, 2015***