

# **New Jersey Public Broadcasting Authority**

## **Meeting of the EO 122 Evaluation Committee**

June 18, 2018 at 1:30 p.m.

New Jersey Public Broadcasting Authority  
Conference Room and by Conference Call  
25 S. Stockton Street  
Trenton, NJ 08608

### **MINUTES**

Michael DeCheser, Chair, Presiding

Minutes of the meeting of the New Jersey Public Broadcasting Authority (“NJPBA” or “Authority”) EO 122 Evaluation Committee (the “Committee”) held at the New Jersey Public Broadcasting Authority Conference Room, 25 South Stockton Street, Trenton, New Jersey, 08608, and by Conference Call on Monday, June 18, 2018, at 1:31 p.m.

#### **1. CALL TO ORDER, OPEN PUBLIC MEETINGS ACT STATEMENT AND ROLL CALL**

Chair of the NJPBA EO 122 Evaluation Committee, Mr. Michael DeCheser, called the meeting to order. Chair DeCheser read the Open Public Meetings Act statement as follows:

In accordance with the provisions of the Open Public Meetings Act of the State of New Jersey, notice of this meeting has been filed with the Office of the Secretary of State, has been posted on the appropriate bulletin boards maintained for such purposes by the Authority, and distributed by press release to two daily newspapers in New Jersey. Notice was made in advance of this meeting.

Chair DeCheser then requested a roll call. NJPBA EO 122 Evaluation Committee Members present and participating at the meeting were Michael DeCheser, Chair; Matthew Hoban; and Christopher Mathews. Also present and participating were Kavin K. Mistry, Deputy Director, Division of Law (*via phone*); Melissa Bayly, Deputy Attorney General; Craig Ambrose, Assistant Counsel, Governor’s Authorities Unit (*via phone*); Richard Williams, Acting Executive Director, NJPBA; and Nichol R. Gee, Assistant Chief of Office Services, NJPBA (*taking minutes*).

After the roll call at 1:31 p.m., in accordance with Executive Order No. 122 (McGreevey 2004), Mr. Williams exited the meeting.

**2. RESOLUTION APPROVING THE MINUTES OF MAY 2, 2018 EO 122 EVALUATION COMMITTEE MEETING**

**RESOLUTION APPROVING THE MINUTES  
OF THE MAY 2, 2018 EO 122 EVALUATION COMMITTEE MEETING**

**WHEREAS**, the New Jersey Public Broadcasting Authority (the “Authority”) was created pursuant to the New Jersey Public Broadcasting Authority Act of 1968, L. 1968, c. 405, as amended (the “Original Act”), including by the New Jersey Public Broadcasting System Transfer Act, L. 2010, c. 104 (the “Transfer Act,” and together with the Original Act, the “Act”); and

**WHEREAS**, the Members of the EO 122 Evaluation Committee established pursuant to Article IX, Section 2 of the By-Laws of the Authority and in accordance with the requirements of Executive Order No. 122 (McGreevey 2004) (“EO 122”) desire to approve the minutes of the May 2, 2018 meeting of the EO 122 Evaluation Committee, attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE EO 122 EVALUATION COMMITTEE OF THE NEW JERSEY PUBLIC BROADCASTING AUTHORITY AS FOLLOWS:**

1. The Members of the EO 122 Evaluation Committee hereby approve the minutes of the May 2, 2018 meeting of the EO 122 Evaluation Committee.
2. This resolution shall take effect immediately in accordance with the Act.

Chair DeCheser asked for a motion to approve a Resolution Approving the Minutes of the May 2, 2018 EO 122 Evaluation Committee Meeting. Mr. Mathews made a motion to approve the resolution. Mr. Hoban seconded the motion. Chair DeCheser asked for a voice vote. The motion to approve the Resolution Approving the Minutes of the May 2, 2018 EO 122 Evaluation Committee Meeting was voted upon and approved unanimously.

**3. RESOLUTION RECOMMENDING THE ENGAGEMENT OF AN INDEPENDENT AUDITOR TO THE AUDIT COMMITTEE**

**RESOLUTION RECOMMENDING THE ENGAGEMENT  
OF AN INDEPENDENT AUDITOR TO THE AUDIT COMMITTEE**

**WHEREAS**, the New Jersey Public Broadcasting Authority (the “Authority”) was created pursuant to the New Jersey Public Broadcasting Authority Act of 1968, L. 1968, c. 405, as amended (the “Original Act”), including by the New Jersey Public Broadcasting System Transfer Act, L. 2010, c. 104 (the “Transfer Act,” and together with the Original Act, the “Act”); and

**WHEREAS**, the EO 122 Evaluation Committee established pursuant to Article IX, Section 2 of the By-Laws of the Authority and in accordance with the requirements of Executive Order No. 122 (McGreevey 2004) (“EO 122”) has reviewed the “Request for Quote for Independent Audit Services” for the retention of an independent auditor for the Authority (the “RFP”);

**WHEREAS**, the EO 122 Evaluation Committee approved of the RFP and authorized the distribution of the RFP by Authority staff in accordance with EO 122;

**WHEREAS**, the Authority received responses from two (2) firms to provide services as the independent auditor to the Authority;

**WHEREAS**, the EO 122 Evaluation Committee has reviewed the proposals submitted to the Authority by firms seeking to provide independent auditor services to the Authority;

**WHEREAS**, the EO 122 Evaluation Committee recommends the engagement of Mercadien, P.C. to provide independent auditor services to the Authority based on the EO 122 Evaluation Committee’s review of the proposals submitted to the Authority; and

**WHEREAS**, the EO 122 Evaluation Committee, in accordance with EO 122, wishes to recommend to the Authority’s Audit Committee that Mercadien, P.C. be engaged by the Authority to provide independent auditor services to the Authority in accordance with the terms of the response submitted by Mercadien, P.C. to the RFP.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE EO 122 EVALUATION COMMITTEE OF THE NEW JERSEY PUBLIC BROADCASTING AUTHORITY AS FOLLOWS:**

1. The EO 122 Committee hereby recommends to the Authority’s Audit Committee that the firm of Mercadien, P.C. be engaged by the Authority to provide independent auditor services to the Authority in accordance with terms of the response submitted by Mercadien, P.C. to the RFP.
2. This resolution shall take effect immediately in accordance with the Act.

Chair DeCheser asked for a motion to approve the Resolution Recommending the Engagement of an Independent Auditor to the Audit Committee. Mr. Hoban made a motion to approve the resolution. Mr. Mathews seconded the motion. Chair DeCheser asked for a roll call vote. The motion to approve the Resolution Recommending the Engagement of an Independent Auditor to the Audit Committee was voted upon and approved unanimously.

#### **4. ADJOURNMENT**

Chair DeCheser thanked everyone for their participation and asked for a motion to adjourn. Mr. Hoban made a motion to adjourn the meeting. Mr. Mathews seconded the motion. Chair DeCheser asked for a voice vote. The motion was voted upon and approved unanimously. The meeting was adjourned at 1:34 p.m.