Allegany County LAND BANK
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AUDIT COMMITTEE MEETING
MINUTES
March 17th, 2025

Chair:
Members Present: D. Fanton and B. Salzar
Members Absent: K. Dirlam (chair)
Others Present: Jason Isaman

1. Call order:
   The committee is called to order at ____9:00AM by D. Fanton in the absence of Chair K. Dirlam.
2. Meeting Minutes (January 13, 2025) :

On a motion by B. Salzar and seconded by D. Fanton the January 13, 2025 committee minutes were Approved.

3. Old Business:
   a. Committee Charter
      1. Motion to reapprove

On a motion by B. Salzar and seconded by D. Fanton the Committee Charter was reapproved.

   b. PARIS Annual Report
      i. Performance Metrics
      ii. Mission Statement
      iii. Internal Controls
         1. Motion to approve PARIS Annual Report

On a motion by B. Salzar and seconded by D. Fanton the PARIS Annual Report was Approved to be sent to the ACLBC Board of Directors for certification.

   c. By-Laws, Policy & Procedure Review
      i. By-Laws
      ii. Sexual Harassment Policy
      iii. Conflict of Interest and Code of Ethics Policy
      iv. Whistleblower and Protection from Retaliation Policy

The committee stated that policies and procedures should be reviewed in early 2026 with no further discussion.

4. **Next Meeting: The next meeting date/time will be decided in January 2026.**

Adjournment: **On a motion by B. Salzar and seconded by D. Fanton the committee adjourned at 9:05am.**