

PLACER COUNTY AUDIT COMMITTEE

Committee Members:

Jay Panzica, Public Member, Chair

Suzanne Jones, Board of Supervisors, District 4, Vice Chair

Jim Holmes, Board of Supervisors, District 3

Andrew Sisk
Auditor-Controller
Secretary to the Committee

Meeting Minutes

January 17, 2023

10:00

Committee Members Present: Jay Panzica, Chairperson; Suzanne Jones, District 4 Supervisor, Vice Chair; Jim Holmes, District 3 Supervisor.

Committee Members Absent: None.

Other Attendees: Emily Taylor, Deputy County Counsel III; Daniel Chatigny; Deputy CEO; Andy Sisk, Auditor-Controller; Nicole Howard, Assistant Auditor-Controller; Debbie Chan, Managing Accountant-Auditor; Andrew Pope, Supervising Accountant-Auditor; Dan Ibarra, Senior Auditor, Sarah Kanemasu, Auditor II; Jeffery Peek & Berrett Warnick, CLA Audit Managers; Jane Christenson, CEO.

I. Call to Order

Chair Panzica called the meeting to order at 10:00 a.m. on Tuesday, January 17, 2023, in Board of Supervisors Conference Room A.

Supervisor Jones informed the group she would be stepping down from the Audit Committee and Supervisor Shanti Landon would be taking over.

II. Public Comment

No Public Comment

III. Approval of November 1, 2022 Minutes

Motion by Supervisor Holmes and second by Supervisor Jones
November 1, 2022 Minutes approved as presented.

IV. Revised 2023 Meeting Schedule

Due to the change of Supervisor Jones stepping down and Supervisor Landon joining the Audit Committee, the schedule may need to be changed due to availability of Supervisor Landon. Daniel Chatigny confirmed that the date the Board is confirming the seat for Supervisor Landon for the Audit Committee will be in time for the next meeting on April 4th, 2023. The rest of the year will be confirmed at the April 4th meeting.

V. Status Report – External Auditors – CLA (CliftonLarsonAllen)

Berrett Warrick, CLA Audit Manager presented a status update on the following:

Update: FY 22-23 Deliverables

- Completed
 - Audit- First 5 Placer
 - AUP – GANN Appropriations Limit
- Issued the reports.
 - ACFR Audit – County
 - Report released on December 23, 2022
 - Unmodified Opinion
 - Internal Control Report
 - Governance Communication
 - Audit – TART Enterprise Fund
 - Report released on January 10, 2023
 - Unmodified Opinion
 - Internal Control Report
 - Audit – Western Placer Waste Management Authority
 - Report released on January 10, 2023
 - Unmodified Opinion
 - Single Audit – County
 - Wrapping up major Program audit work
 - On track to finish work February 2023
 - Report Issuance Deadline
 - March 31, 2023
 - Audit – Placer Flood Control and Water Conservation District
 - Yearend fieldwork is complete.
 - In Review
 - Expected Issuance
 - January 31, 2023
 - Audit – Mosquito and Vector Control District
 - Yearend Fieldwork to be performed.
 - January 16-27, 2023, delayed.
 - Report Issuance Deadline –
 - Working with the County to update.
 - Audit - Golden Sierra Job Training Agency
 - Yearend Fieldwork
 - To be performed January 16-27, 2023.
 - Report Issuance Deadline –
 - February 24, 2023
 - Examination – Treasury Review Committee
 - Yearend Fieldwork
 - To be performed February 13-17, 2023
 - Report Issuance Deadline
 - February 28, 2023
 - AUP - HUD REAC
 - Yearend Fieldwork
 - To be performed February 2023
 - Report Issuance Deadline –
 - March 2023

VI. Status Report – Internal Audits

- **Reports issued since last meeting.**
 - i. Eight Reports issued for Quarter 2.
 1. Transfer of Accountability of Assets for CDRA, Assessor, Sheriff's Office
 2. LAFCO is a follow-up review to the Transfer of Accountability of Assets.
 3. Treasury Review (Q1) 7/1/22-9/30/22 for Treasurer – Tax Collector
 4. Countywide Purchasing Practices Review for CEO
 - a. This had quite a few observations and Internal Audits worked with the Procurement Division of the CEO's Office
 5. Public Guardian and Public Administrator Follow-up Review for HHS
 - a. All recommendations implemented after an extensive review.

Nicole shared the information above.

Chair Panzica inquired about a new report that would summarize all department observations for all types of audit reports that we issue and asked if there are repeat offenders and/or are there improvements. Nicole stated that a summary has been done for credit card findings and will be shared at Audit Committee meetings in which credit card reports are discussed.

Chair Panzica inquired about auditing the Auditor-Controller's Office when there is an error discovered in reference to the Assessor's Office Transfer of Accountability of Assets report. Nicole explained that the Auditor-Controller's Office does annual inventory (Countywide for Capital Assets), Capital Assets are tracked and booked and are assigned to an accountant in the Auditor-Controller's Office. The inventory is sent out and in this instance the Assessor said they did not have the item anymore, and we did not take the item off the inventory and when it was sent out again it was not noticed. We have dual responsibility on this one. In terms of auditing itself, the Auditor-Controller's Office includes itself in any county wide audit, credit cards, procurement, and other audits.

Nicole shared that the Auditor-Controller's Office had received Draft Peer Review from Yolo County. The review shows that our Internal Audit Division "Generally Conforms" to Institute of Internal Auditors standards. The auditors gave some recommendations for improvements on CPEs, and electronic workpapers. At the next Audit Committee meeting, the report will be shared with the Auditor-Controller's Office responses.

- **Current projects**
 - Q4 21/22 Credit Card Quarterly Monitoring
 - Q1 22/23 Credit Card Quarterly Monitoring
 - Q2 22/23 Credit Card Quarterly Monitoring

- CEO Transfer of Accountability of Assets
- Q2 Treasury Review
- Peer Review (Yolo County reviewing Placer) – received draft report last week. Overall: Generally, Conforms
- Inmate Welfare trust Review
- Parks and Open Space Transfer of Accountability of Assets
- Treasurer-Tax Collector Transfer of Accountability of Assets
- Countywide Other Credit Card Review (Home Depot and any others)
- Financial statement Compilations – WPWMA – issued 12/22/2022.
- Single Audit
- Bi-weekly Payroll Monitoring
- Whistleblower Cases – Open cases include:
 - None open at this time.

VII. Whistleblower Program Activity Report

- Nicole shared a Report from 7/1/22-12/31/22. Shared twice a year in July and January meetings. Nicole reported that there were five cases, 3 of them new, and all have been closed. Three of the reports were substantiated, and the Auditor-Controller's Office worked with the departments to resolve the issues.
- A handout of the total cases and by department was shared. For future meetings, substantiated and unsubstantiated columns will be added.

VIII. Adjourn

- Chair Panzica called to adjourn the meeting at 10:33 a.m.

Next scheduled meeting:

Tentatively, April 4, 2023, at 1:00 pm in BOS Conference Room A

Materials related to an item on this Agenda submitted to the Committee after distribution of the agenda packet are available for public inspection in the Auditor-Controller's Office located at 2970 Richardson Drive, Auburn, CA during normal business hours. We are committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you have a disability and need a disability-related modification or accommodation to participate in the meeting, please contact the Auditor-Controller's Office at (530) 889-4161. Contact the Clerk of your needs at least 24 hours prior to the meeting. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Clerk five (5) business days prior to the scheduled meeting for which you are requesting accommodation. Request received after such time will be accommodated if time permits.