

FILED

SEP 16 2016

ORDINANCE NO. 1471

BY Supita Paning CLERK OF THE BOARD
DEPUTY

**AN ORDINANCE OF THE YOLO COUNTY BOARD OF SUPERVISORS
ADOPTING ADDITIONS AND MODIFICATIONS TO THE COUNTY CODE OF
ORDINANCES TO ESTABLISH AND CLARIFY MEMBERSHIP REQUIREMENTS
FOR THE COUNTY'S FINANCIAL OVERSIGHT COMMITTEE**

The Board of Supervisors of the County of Yolo, hereby ordains as follows:

SECTION 1. PURPOSE

The purpose of this Ordinance is to establish and clarify conduct requirements for members of the County's Financial Oversight Committee.

**SECTION 2. ADDITIONS, AMENDMENTS, AND RESCISSIONS TO TITLE 2
OF THE COUNTY CODE**

Section 2-2.3801 is hereby amended as follows:

Sec. 2-2.3801. Creation of Financial Oversight Committee.

- (a) There shall be created a Financial Oversight Committee to advise the Board regarding the oversight of financial reporting, audit, the treasury, budgeting, and tax allocation.
- (b) The Committee shall, subject to Board approval, adopt and revise a charter for the Committee setting forth membership criteria and powers consistent with the County Code of Ordinances.
- (c) The Committee's charter shall include the following requirements for members of the Committee:**

- (i) **A member shall disclose to the committee at a regular meeting any activities that directly or indirectly raised money for:**
- a. **a candidate for local treasurer; or**
 - b. **a member of the governing board of any local agency that has deposited funds in the county treasury while a member of the committee.**

For purposes of this subsection, raising money includes soliciting, receiving, or controlling campaign funds of a candidate, but not the member's individual campaign contributions or non-financial support. This section does not apply to a member raising money for his or her own campaign.

- (ii) A member shall disclose to the Committee at a regular meeting any contributions, in the previous three years or during the period that the employee is a member of the committee, by an employer to:
 - a. the campaign of a candidate for the office of local treasurer; or
 - b. to the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury.
- (iii) A member cannot secure employment with, or be employed by, bond underwriters, bond counsel, security brokerages or dealers, financial services firms, financial institutions, and municipal advisors with whom the County is doing business during the member's Financial Oversight Committee membership period or for one year after leaving the Financial Oversight Committee. This subsection only applies to employment or soliciting employment, and not other relationships with such companies with whom the County is doing business.
- (iv) A member shall disclose to the Committee any honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other persons who conduct business with the County Treasurer while a member of the Committee. All members shall also comply with the requirements of the Political Reform Act or any other law or regulation regarding to receipt and disclosure of financial benefits and conflicts.

Section 2-2.3804(c) is hereby amended as follows:

- (c) A member may be terminated for cause by the Board at any time. The Committee may, by two-thirds vote, recommend to the Board that a member be terminated. At a public meeting within 60 days of the Committee's recommendation, the Board shall decide, in its sole discretion, whether or not to terminate the member.

Section 2-2.3805(e) is hereby amended as follows:

- (e) All meetings shall be held and conducted in accordance with the provisions of the Ralph M. Brown Act, Government Code section 54950 et seq.

Section 2-2.3806 is hereby amended as follows:

Sec. 2-2.3806. Duties and Responsibilities.

- (a) The Committee shall provide oversight on treasury operations, leadership and independence over the monitoring, review, and audit of the County's business activities, and ensure accountability and transparency over the budgetary and tax distribution process.

(b) The Committee shall perform all of its duties in an advisory role to the Board of Supervisors, and shall have no direct authority over the Chief Financial Officer or any County officer or staff regarding County financial operations.

(c) ~~To the extent consistent with existing law, the Committee supersedes and encompasses the authority of the County's Treasury Oversight Committee and Audit Committee.~~ **The Committee shall not be designated the treasury oversight committee under Government Code section 27131.**

(d) The Committee shall advise the Board on the selection of an independent, qualified, and licensed outside auditor to conduct an annual audit of the internal controls of the County. The auditor shall report to the Committee the results of the audit upon completion of the audit report. The Committee shall review the audit report and make recommendations to the Board related to the audit's findings.

(e) The Committee shall advise the Board on the recruitment, hiring, and termination of the Chief Financial Officer.

SECTION 3. SEVERABILITY

If any section, sub-section, sentence, clause, or phrase of this Ordinance is held by a court of competent jurisdiction to be invalid, such decision shall not affect the remaining portions this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance, and each section, sub-section, sentence, clause, and phrase hereof, irrespective of the fact that one or more sections, sub-sections, sentences, clauses, and phrases be declared invalid.

SECTION 4. EFFECTIVE DATE

This Ordinance shall take effect and be in force thirty (30) days following its adoption. Prior to expiration of fifteen (15) days after its passage of this Ordinance, it shall be published by title and summary only in the Davis Enterprise or other newspaper of general circulation together with the names of members of the Board of Supervisors voting for and against the same.

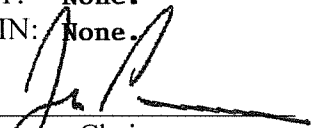
I HEREBY CERTIFY that the foregoing Ordinance was introduced before the Board of Supervisors of the County of Yolo and, at a further public hearing, said Board adopted this Ordinance on the 13 th day of September, 2016, by the following vote:

AYES: **Chamberlain, Villegas, Saylor, Rexroad, Provenza.**

NOES: **None.**

ABSENT: **None.**

ABSTAIN: **None.**

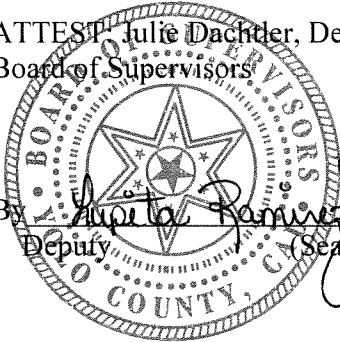


Jim Provenza, Chair
Yolo County Board of Supervisors

ATTEST ~~Julie Dachtler~~, Deputy Clerk,
Board of Supervisors

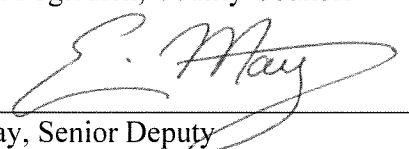
By 

Anita Ramirez
Deputy (Seal)



APPROVED AS TO FORM:

Philip J. Pogledich, County Counsel

By 

Eric May, Senior Deputy

NOV 05 2014

BY *Ruqita Ramirez*
DEPUTY CLERK OF THE BOARD**ORDINANCE NO. 1450****AN ORDINANCE OF THE YOLO COUNTY BOARD OF SUPERVISORS
ADOPTING ADDITIONS AND MODIFICATIONS TO THE COUNTY CODE OF
ORDINANCES TO ESTABLISH THE POSITION OF CHIEF FINANCIAL OFFICER
AND THE DEPARTMENT OF FINANCIAL SERVICES; TO ESTABLISH THE
FINANCIAL OVERSIGHT COMMITTEE; AND TO IMPLEMENT OTHER
NECESSARY REVISIONS RESULTING FROM MEASURE H**

The Board of Supervisors of the County of Yolo, hereby ordains as follows:

SECTION 1. PURPOSE

The purpose of this Ordinance is to establish the position of Chief Financial Officer and the Department of Financial Services; to establish the Financial Oversight Committee; and to implement other necessary revisions resulting from Measure H.

**SECTION 2. ADDITIONS, AMENDMENTS, AND RESCISSIONS TO TITLE 2
OF THE COUNTY CODE**

Title 2 of the Yolo County Code is hereby revised as follows:

1. Amendment of Chapter 5, Article 1, Sections 2-5.112 and 2-5.113, as reflected in Attachment 1 to this Ordinance;
2. Rescission of Chapter 5, Article 1, Sections 2-5.114 and 2-5.114.1;
3. Addition of Chapter 5, Article 20, as reflected in Attachment 1 to this Ordinance;
4. Addition of Chapter 2, Article 38, as reflected in Attachment 1 to this Ordinance;
5. Amendment of Chapter 5, Article 3, Section 2-5.305(e) and (f), as reflected in Attachment 1 to this Ordinance; and
6. Amendment of Chapter 5, Article 10, Section 2-5.1001, as reflected in Attachment 1 to this Ordinance.

SECTION 3. SEVERABILITY

If any section, sub-section, sentence, clause, or phrase of this Ordinance is held by a court of competent jurisdiction to be invalid, such decision shall not affect the remaining portions this Ordinance. The Board of Supervisors hereby declares that it would have passed this Ordinance, and each section, sub-section, sentence, clause, and phrase hereof, irrespective of the fact that one or more sections, sub-sections, sentences, clauses, and phrases be declared invalid.

SECTION 4. EFFECTIVE DATE

This Ordinance shall take effect and be in force January 5, 2015. Prior to expiration of fifteen (15) days after its passage of this Ordinance, it shall be published by title and summary only in the Davis Enterprise or other newspaper of general circulation together with the names of members of the Board of Supervisors voting for and against the same.

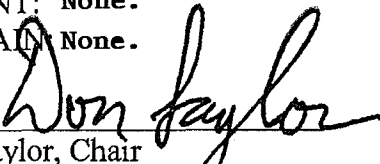
I HEREBY CERTIFY that the foregoing Ordinance was introduced before the Board of Supervisors of the County of Yolo and, at a further public hearing, said Board adopted this Ordinance on the 4th day of November, 2014, by the following vote:

AYES: **Rexroad, Provenza, Chamberlain, Villegas, Saylor.**

NOES: **None.**


ABSENT: **None.**

ABSTAIN: **None.**

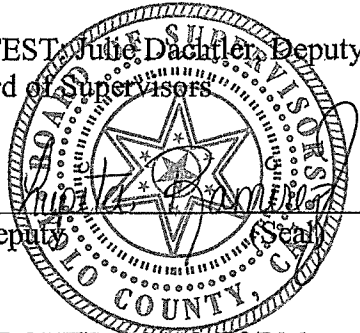


Don Saylor, Chair
Yolo County Board of Supervisors

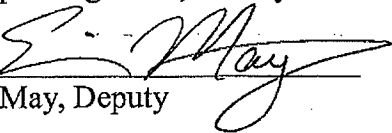
ATTEST **Julie Dachtler, Deputy Clerk**
Board of Supervisors

By 

Deputy Clerk



APPROVED AS TO FORM:
Philip J. Pogledich, County Counsel

By 

Eric May, Deputy

ATTACHMENT 1

**ADDITIONS, AMENDMENTS, AND RESCISSIONS TO TITLE 2
OF THE COUNTY CODE**

1. Chapter 5, Article 1, Sections 2-5.112 and 2-5.113 are amended to read:

Sec. 2-5.112. Consolidation of offices: Treasurer and Tax Collector.

The County offices of Treasurer and Tax Collector and the statutory duties and responsibilities of such offices are hereby united and consolidated.

Sec. 2-5.113 Consolidation of Offices: County Auditor-Controller and Treasurer-Tax Collector.

The County offices of Auditor-Controller and Treasurer-Tax Collector are hereby consolidated. Further, the statutory duties, responsibilities and budgets of these offices are consolidated. The consolidated office shall be known as the Chief Financial Officer.

2. Chapter 5, Article 1, Sections 2-5.114 and 2-5.114.1 are hereby rescinded.

3. Chapter 5, Article 20 is added to read:

Sec. 2-5.2001. Creation of Department of Financial Services.

- (a) There is hereby established the Department of Financial Services, to consolidate and perform all functions of the offices of Auditor, Controller, Tax Collector, and Treasurer, and any other county-wide fiscal functions directed by the Board.
- (b) The Department of Financial Services shall be under the control and direction, and managed and administrated by, the Chief Financial Officer.

Sec. 2-5.2002. Chief Financial Officer.

- (a) The Chief Financial Officer shall be appointed by a majority of the members of the Board at a salary to be determined by the Board.
- (b) The Chief Financial Officer shall be responsible for the management and monitoring of the County's finances, including policy and planning, treasury and finance, tax and fee collections, accounting and financial reporting, audit, and procurement.
- (c) The Chief Financial Officer shall, in collaboration with the County Administrative Officer, be responsible for the annual budget and financial planning of the County and its Departments.
- (d) The Purchasing Agent shall operate under the supervision and direction of the Chief Financial Officer.
- (e) The Chief Financial Officer shall serve at the pleasure of the Board. He or she may be removed by a majority vote of the Board at any regular meeting of the Board, except that during the first three (3) months after any change in membership of the Board, the Chief

Financial Officer may only be removed by a four-fifths (4/5) majority vote of the Board. The Chief Financial Officer shall have at least 90 days' notice of the Board's intention to remove him or her before such removal shall become final. The Board shall seek the advice of the Financial Oversight Committee prior to voting on whether to remove the Chief Financial Officer.

Sec. 2-5.2003 Qualifications for the Chief Financial Officer.

No person shall hereafter serve as the Chief Financial Officer unless the person meets at least one of the following criteria:

(a) The person possesses a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing that person to be, and a permit authorizing that person to practice as, a certified public accountant; or

(b) The person possesses a baccalaureate degree from an accredited university, college or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.

Sec. 2-5.2004. Continuing course of study requirement of Chief Financial Officer.

After the appointment of the Chief Financial Officer, that person shall complete a valid continuing course of study as prescribed in this section, and shall, on or before June 30 of each two-year period, render to the State Controller a certification indicating that the Chief Financial Officer has successfully completed a continuing education program consisting of, at a minimum, forty (40) hours or an equivalent amount of continuing education units within the discipline of governmental accounting offered by a recognized state or national association, institute, or accredited college or university, or the California Debt and Investment Advisory Commission, that provides the requisite educational programs prescribed in this section. The willful or negligent failure of any Chief Financial Officer to comply with the requirements of this section shall be deemed a violation of this section.

4. Chapter 2, Article 38 is added to read:

Sec. 2-2.3801. Creation of Financial Oversight Committee.

(a) There shall be created a Financial Oversight Committee to advise the Board regarding the oversight of financial reporting, audit, the treasury, budgeting, and tax allocation.

(b) The Committee shall, subject to Board approval, adopt and revise a charter for the Committee setting forth membership criteria and powers consistent with the County Code of Ordinances.

Sec. 2-2.3802. Membership.

The Financial Oversight Committee shall consist of seven voting members as follows:

- (a) Two (2) members of the Committee shall be members of the Board, appointed by the Board.
- (b) One (1) member of the Committee shall be the Superintendent of the Office of Education, or his or her designee.
- (c) One (1) rotating member of the Committee shall be a City Council member or employee of any City within the County. Prior to each term, each City within the County may nominate one individual to serve on the Committee. The Board shall appoint the member from these nominees.
- (d) One (1) rotating member of the Committee shall be a board member or employee of any special district within the County which, in the preceding twelve (12) months, has had funds on deposit with the County treasury. Prior to each term, each special district whose jurisdiction includes any portion of the County may nominate one individual to serve on the Committee. The Board shall appoint the member from these nominees.
- (e) Two (2) rotating members of the Committee shall be members of the public residing in the County of Yolo. The member shall not be a board member or employee of the County, any City within the County, or any special district within the County which, in the preceding twelve (12) months, has had funds on deposit with the County treasury. Any qualifying individual may submit an application, and any Board member or current Committee member may nominate a qualifying individual to the Board for consideration. The Board shall appoint the members from these applicants and nominees. At least one public member appointed by the Board must have financial expertise as described in the Committee's charter.

Sec. 2-2.3803. Membership: Non-Voting and Alternate Members.

- (a) The Chief Financial Officer and County Administrative Officer, or their designees, shall each be non-voting members of the Committee.
- (b) Except for the public members, each member may designate an alternate member to have all the power of a voting member in his or her absence.
- (c) Each member shall be financially literate, as described in the Committee Charter.

Sec. 2-2.3804. Membership: Terms and Termination.

- (a) The terms of each member shall be three (3) years and shall commence on March 1 and end on February 28 (or February 29 on leap years).
- (b) A vacancy shall exist upon the death, resignation, or termination of the member. Vacancies shall be filled for the unexpired term by the Board of Supervisors. In the

case of members nominated by a City or special district, the Board of Supervisors shall solicit and receive new nominations prior to making the appointment. Each member shall serve upon the appointment and qualification of a successor.

- (c) A member may be terminated by the Board at any time.
- (d) Any member of the Committee may resign at any time by submitting a written resignation to the Clerk of the Board. Any such resignation shall be effective upon submission, or upon such later date as is specified in the resignation if such date is not more than sixty (60) days after the date of submission.
- (e) At least one month prior to the Board's appointment of any voting member, whether to a new term or to complete an existing term, the Clerk of the Board or the Chief Financial Officer shall solicit nominations for the positions. For the member nominated by the cities within the County, the solicitation shall be mailed to each of the cities. For the member nominated by the districts, the solicitation shall be mailed to each of the special districts. For the public member, the solicitation shall be published for three consecutive days in a newspaper of general circulation within the County. The preceding does not apply to the appointment of Committee members who are members of the Board or the Superintendent of the Office of Education.

Sec. 2-2.3805. Meetings.

- (a) Meetings of the Committee shall be held at such regular times as determined by the Committee. In no event shall the Committee meet less than once every three (3) months.
- (b) The Board of Supervisors shall designate a representative of the County who shall serve as the liaison to the Committee and shall assist in the administration of all meetings.
- (c) The Committee shall file a copy of all minutes with the Clerk of the Board of Supervisors.
- (d) A quorum for meetings of the Committee shall consist of not less than one-half (1/2) of the currently appointed members. A majority vote of the members present shall be required for any motion, resolution, or other action.
- (e) All meetings shall be held and conducted in accordance with the provisions of the Brown Act, Government Code section 54950 et seq.

Sec. 2-2.3806. Duties and Responsibilities.

- (a) The Committee shall provide oversight on treasury operations, leadership and independence over the monitoring, review, and audit of the County's business activities, and ensure accountability and transparency over the budgetary and tax distribution process.

- (b) The Committee shall perform all of its duties in an advisory role to the Board of Supervisors, and shall have no direct authority over the Chief Financial Officer or any County officer or staff regarding County financial operations.
- (c) To the extent consistent with existing law, the Committee supersedes and encompasses the authority of the County's Treasury Oversight Committee and Audit Committee.
- (d) The Committee shall advise the Board on the selection of an independent, qualified, and licensed outside auditor to conduct an annual audit of the internal controls of the County. The auditor shall report to the Committee the results of the audit upon completion of the audit report. The Committee shall review the audit report and make recommendations to the Board related to the audit's findings.
- (e) The Committee shall advise the Board on the recruitment, hiring, and termination of the Chief Financial Officer.

5. Chapter 5, Article 3, Section 2-5.305(e) and (f) are amended to read:

Sec. 2-5.305. Powers and duties.

- (e) The County Administrative Officer shall, in collaboration with the Chief Financial Officer, recommend an annual County budget, review departmental budget requests with the persons filing the requests, and enter recommendations for each departmental budget along with the requests. The County Administrative Officer and Chief Financial Officer shall review the revenue estimates of the Department of Financial Services. After the County Administrative Officer has submitted the recommended budget to the Board, the Board shall review the recommendations and the departmental requests, make any changes believed to be advisable, and adopt the preliminary budget in the manner provided for by law.
- (f) After the final County budget has been adopted by the Board, the County Administrative Officer shall administer the budget and exercise continuous budgetary control. He or she shall review all requests for appropriation transfers, and none shall be approved or disapproved by the Board until he or she makes a recommendation to the Board. He or she shall supervise expenditures of all elective and appointive offices, departments, and institutions. He or she may disapprove proposed expenditures whether or not they have been included in the budget. The County Administrative Officer or Chief Financial Officer may recommend to the Board the establishment of a budgetary allotment system and such other expenditure controls which they believe to be necessary or desirable.

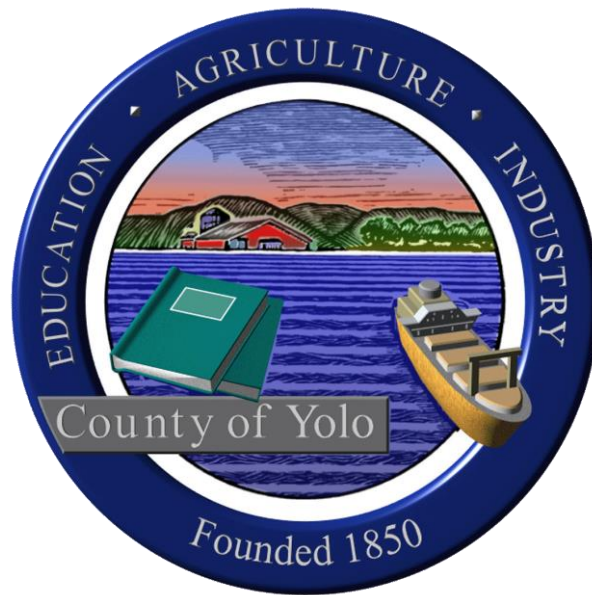
6. Chapter 5, Article 10, Section 2-5.1001 is amended to read:

Article 10: Purchasing Department and System

Sec. 2-5.1001. Purchasing Agent: Office established.

Pursuant to the provision of Sections 25500 et seq. of the Government Code of the State, the office of Purchasing Agent of the County is hereby established. The Purchasing Agent and the Purchasing Department shall serve under the supervision and direction of the Chief Financial Officer within the Department of Financial Services.

Yolo County Financial Oversight Committee Charter



FINAL
January 23, 2015

Article I

Introduction

The government representatives of Yolo County are held publicly accountable for the proper utilization, custody and distribution of resources as the assigned fiscal agents of County funds by taxpayers and other stakeholders. This fiscal accountability is demonstrated through the monitoring and assurance of good systems of control, budgetary compliance, accurate and timely financial reporting, continuous monitoring and oversight reviews, and timely follow-up on audit findings and recommendations.

Measure H was passed by the county voters in 2012 to consolidate the elected offices of Auditor, Controller, Treasurer, Tax Collector and other financial planning functions into one county department under the direction of an appointed Chief Financial Officer (CFO). Elected offices and separation of duties and control functions provided assurance of accountability which now need to be maintained through other means. With this purpose in mind, and in accordance with Measure H, the Board of Supervisors established the Yolo County Financial Oversight Committee (FOC). The FOC replaces the existing Treasury Oversight Committee, performing those duties pursuant to California Government Code Section 27130, and the existing Audit Committee, thereby providing leadership with independence over continuous monitoring, audits, and reviews of the County's business activity, processes and transactions. Additionally, the FOC ensures oversight for the monitoring and review of the property tax distribution process, and the accountability and transparency over budget compliance.

Article II

Authority

The FOC has the authority to perform all statutory duties of a treasury oversight committee and to initiate or authorize review of any matters within its scope of responsibility. The FOC performs all of its duties in an advisory role to the Board of Supervisors and its chairperson has a direct communication with the Board of Supervisors. The FOC shall have no direct authority over the CFO or any County officer or staff regarding County financial operations. However, the FOC will have operational and functional oversight authority over the Internal Audit Office as necessary. The Internal Audit Office will report to the CFO administratively.

Article III

Purpose

The purpose of the FOC is to provide oversight on treasury operations, deliver leadership and independence over the monitoring, review and audit of the County's business activities; and provide oversight that helps to further ensure accountability and transparency over the budgetary and tax distribution processes to further demonstrate good stewardship of public resources.

Article IV

Membership

A. Membership Categories

1. Voting Members

- a. Two members of the Board of Supervisors
- b. Yolo County Superintendent of the Office of Education or designee
- c. City Council member or employee of a city within Yolo County
- d. Board member or employee of any special district in the County
- e. Two members of the public residing in the County of Yolo

The two representatives of the Board of Supervisors are the members who also make-up the Audit and Finance Subcommittee of the Board.

Members shall be nominated by the CFO, County Administrator or Board members and confirmed by the Board of Supervisors. All members will serve three-year terms. Members may serve additional three-year terms at the pleasure of the Board of Supervisors.

Each committee member is to be both independent and financially literate. At least one member shall have financial expertise. Independent in this context means devoid of any potential conflict of interest, such as described in Section VIII.

2. Non-voting Members

The County Administrator and CFO, or their designees, participate on the FOC in an advisory capacity.

B. Power and Duties of Members and Officers

1. The Committee may not direct individual investment decisions, tax allocation or budgetary decisions, nor impinge on the day-to-day operations of the Department of Financial Services.
2. A Chair and Vice Chair shall initially be elected for a one-year term, which may be extended by a favorable vote of a majority of members.
3. At the last regular meeting of the calendar year, the Committee will select a Chair and Vice Chair to serve for the following calendar year.
4. The Chair's duties include presiding over all Committee meetings, responding to members' requests for information, signing communications on behalf of the Committee, and representing the Committee before the Board of Supervisors, subject to the approval of the Committee members.
5. The Chair shall preside over the meetings. In the absence of the Chair, the Vice Chair shall preside. In the event that neither is available, the Chair shall select a Chair pro-tem to serve in their absence.
6. The Chair shall preserve order at the meetings.

C. Resignation

A resignation from a Committee member may be submitted at any time by giving written notice to the Clerk of the Board. Any such resignation shall be effective upon submission, or upon such later date as is specified in the resignation if such date is not more than sixty (60) days after the date of submission.

D. Removal

A member of the FOC may be removed from their post by action of the Board of Supervisors. Three consecutive unexcused absences constitute sufficient ground for automatic removal from the Committee.

E. Filling Vacancies

Vacancies occurring during the terms of appointment shall be filled as soon as practicable, as determined by the category of the Committee member position that is vacant. The CFO shall seek recommendations from Committee members and any other appropriate sources to fill vacancies occurring on the Committee.

F. Compensation

FOC members serve without compensation.

G. Training

The CFO shall provide sufficient training to Committee members during the regular meetings or at other times and locations as necessary.

Article V

Responsibilities and Duties

A. General

The primary responsibility of the FOC is to help ensure the highest level of public accountability and transparency within Yolo County financial systems, by serving as an advisory committee to the Yolo County Board of Supervisors. This advisory responsibility is fulfilled through recommendations to the Board of Supervisors regarding the areas of responsibilities described in this section. This responsibility includes providing regular updates on Committee activities to the Board of Supervisors.

Advisory responsibilities preclude the Committee and its members from participating in decision making or influencing decisions concerning the operations of the Department of Financial Services.

B. Financial and Audit Oversight

In addition to the general responsibilities listed above the FOC is specifically empowered to recommend, and oversee the work of, the public accounting firm employed by the County to perform the annual audit and Single Audit. To fulfill this duty, Committee members may:

1. Review significant accounting and financial reporting issues that affect County financial statements, including recent state laws, professional and regulatory pronouncements;
2. Participate in the selection of the independent audit firm which will conduct the annual financial audit and Single Audit, in accordance with state laws and auditing standards;
3. Review the scope and timing of the annual financial Audit and Single Audit;
4. Meet with the independent auditors at their request;
5. Review the results of the annual financial audit and Single Audit;

6. Review the results and adequacy of follow-up actions necessary on audits conducted by any external auditors or regulatory auditors on any of the County's activities, programs, transactions, or functions;
7. Review the results of the countywide risk assessments and consider the effectiveness of the internal control system to mitigate identified risks;
8. Review the scope and effectiveness of internal audit activity in concert with the CFO; and
9. Ensure that timely monitoring, and the resolution of audit findings and recommendations are performed.

C. Treasury Oversight

In relation to its oversight responsibilities over the county treasury, members of the committee shall:

1. Annually review and ensure timely monitoring of the Yolo County Investment Policy proposed by the CFO is performed;
2. Cause an annual audit to determine the county treasurer's compliance with the Investment Policy and relevant codes;
3. Review audits performed on treasury operations; and
4. Review the quarterly investment performance of the treasurer's pool.

D. Budget Accountability Oversight

Committee members ensure that timely reviews of internal controls are performed to further support accountability and transparency over the budget, and in this regard may:

1. Review the adopted budget and any subsequent amendments to help ensure compliance with the County Budget Act (California Government Code) and the County Budget Guide issued by the State Controller;
2. Review budgetary monitor reports; and
3. Review budget to actual reconciliation at year-end.

E. Tax Allocation Oversight

As the acting oversight authority over property tax allocation matters, member may review the internal controls over the property tax distribution activities, transactions, and processes to further ensure compliance with the Revenue and Taxation Code, and with state regulations in an equitable manner with regard to all taxing entities.

Article VI

Meetings

A. Attendance

All members are expected to attend all regularly scheduled committee meetings. A call or other communication to the CFO prior to a regularly scheduled meeting or anticipating an absence in advance notice from a meeting, would constitute an excused absence.

B. Meetings

1. Regular meetings of the FOC shall occur as determined by the Committee. In no event shall the Committee meet less than once every three (3) months.
 - a. The Committee must also meet twice annually with the independent auditors, in the beginning and at the conclusion of each audit. These meetings may be scheduled separately or occur as part of the quarterly meetings.
2. Special meetings may be called by the Chair or at the written request of two or more Committee members.
 - a. All Committee members shall be provided with a written agenda 24 hours in advance of the meeting and the agenda shall be posted in appropriate locations. The agenda shall state the time, place, and business to be transacted at the meeting, and no other business shall be considered at the special meeting.

C. Convening Meetings

The meeting agenda shall be posted and delivered to the Committee at least 72 hours in advance. Only items included in the agenda may be discussed and considered. The Committee may discuss a non-agenda item at a regular meeting if pursuant to Government Code Section 54954.2 (b) (2), upon determination by a two-thirds vote of the members, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Committee subsequent to the agenda being posted.

D. Open Meetings

All Committee meetings are open to the public and are subject to the Ralph M. Brown Act (Title 5, Division 2, Part 1, Chapter 9, commencing with Section 54950). The public will be given the opportunity to be heard and make comments at the end of each meeting open to the public.

E. Quorum

A quorum for meetings of the Committee shall consist of not less than one-half (1/2) of the currently appointed members. A majority vote of the members present shall be required for any motion, resolution, or other action.

Except for the public members, each member may designate an alternative member to have all the power of a voting member in his or her absence.

F. Staff Support

1. The CFO shall cause minutes of all meetings to be recorded in sufficient detail to allow adequate follow-up.
2. The CFO shall work with the Chair to develop the meeting agendas.
3. As required and to the extent possible, county staff will provide technical and administrative support to the Committee.

Article VII

Parliamentary Procedure

The committee meetings shall be governed by Roberts' Rules of Order, the Modern Edition, and the Chair shall decide questions of order (unless overridden by a simple majority of the members present) consistent with such rules.

Article VIII

Conflict of Interest

- A.* Each Committee member will be required to complete and file an "Application for Nomination and Affidavit of Understanding" with the CFO in a timely manner. Failure to do so may invalidate Committee membership. Further, if any Committee member is found in breach of the requirements or in violation of the understandings, they must resign from this Committee.
- B.* A Committee member may not be employed by an entity that has contributed to the campaign of a candidate of a legislative body of any local agency that has deposited funds in the county treasury, in the previous three years or during the period that the employee is a member of the Committee.
- C.* A committee member may not directly or indirectly raise money for a candidate for a member of the governing board of any local agency that has deposited funds in the county treasury while a member of the Committee.
- D.* The member of the Committee may not secure employment with, or be employed by, bond underwriters, bond counsel, security brokerages or dealers, or with financial services firms with whom the county treasurer is doing business during the period that the person is a member of the Committee or for one year after leaving the Committee.
- E.* Committee members who had any supervisory responsibility over any program under audit and that is the subject of discussion shall recuse themselves during that part of the discussion.

Article IX

Amendment of Committee Charter

Proposed amendments to the committee charter must be delivered at least 72 hours in advance of a regular or special meeting to every member. Amendments require a simple majority vote of those present and voting for passage.

Article X

Adoption, Approval, Acknowledgements, and Acceptance of the Charter

The signatures below signify adoption by the Chair of the Committee, approval of the Board of Supervisors, acknowledgement by Committee Members, and acceptance by the Chief Financial Officer.

Signature _____ Date _____
Matt Rexroad
Chair of the Board of Supervisors

Signature _____ Date _____
XXXXXXXXXXXXXX
Chair of Finance Oversight Committee

Signature _____ Date _____
Duane Chamberlain
Committee Member Board of Supervisor

Signature _____ Date _____
XXXXXXXXXXXXXX
Committee Member City of Yolo County

Signature _____ Date _____
XXXXXXXXXXXXXX
Committee Member County Superintendent of Schools

Signature _____ Date _____
XXXXXXXXXXXXXX
Committee Member Special District of Yolo County

Signature _____ Date _____
XXXXXXXXXXXXXX
Committee Member Public of Yolo County

Signature _____ Date _____
XXXXXXXXXXXXXX
Committee Member Public of Yolo County

Signature _____ Date _____
Howard Newens, CIA, CPA
Chief Financial Officer