

**Meeting of the
Audit Subcommittee
Yolo County
November 10, 2020
9:30 a.m.**

Note: This meeting is being agendized to allow Committee Members, staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following link.

Teleconference Options to join Zoom meetings:
By PC: <https://yolocounty.zoom.us/j/99973472004>
Meeting ID: 999 7347 2004
or
By Phone: 1 (408)-638-0968
Meeting ID: 999 7347 2004

Executive Order N-29-20 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.

Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this agenda.

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting materials, should contact Kim Eldredge, Audit Manager at least two (2) working days before the meeting at 530-666-8190 ext. 9204 or kim.eldredge@yolocounty.org.

If you have anything that you wish to be distributed to the Committee and included in the official record, please hand it to a member of County staff who will distribute the information to the members and other staff.

Committee Members:

Chair Gary Sandy	(Board of Supervisors – Voting)
Duane Chamberlain	(Board of Supervisors - Voting)

Yolo County Internal Audit Staff

Kim Eldredge	(Audit Manager – Non-voting)
Noemy Mora-Beltran	(Senior Auditor – Non-voting)
David Estrada	(Internal Auditor – Non-voting)
Doug Port	(Internal Auditor – Non-voting)

9:30 am Call to Order

1. **Welcome**
2. **Roll Call.**
3. **Approval of Agenda**
4. **Follow-up of items from prior meeting (if any).**
5. **Public Comment**
This item is reserved for persons wishing to address the Committee on any related matters that are not otherwise on this meeting agenda. Public comments on matters listed on the agenda shall be heard at the time the matter is called. As with all public comment, members of the public who wish to address the Committee are customarily limited to 3 minutes per speaker, but an extension can be provided at the discretion of the chair.

CONSENT AGENDA

6. **Approval of the prior meeting minutes 9/17/2020.**

REGULAR AGENDA

7. **Receive status update of audit recommendations for the Internal Control Review of Wire Transfers and ACH Transaction Audit (11/16/2019) from Treasury/Revenues Manager (Mora-Beltran/Burnham).**
8. **Receive staff report on the status of the Division of Internal Audit Activity**
 - a. **provide status of current engagements and the release of audit reports since last meeting; (Eldredge)**
 - b. **discuss organizational independence of the internal audit activity - Internal Audit Charter, as required by auditing standards; (Eldredge)**
 - c. **approve proposed recommendation to add another member to the Audit Subcommittee, as recommended by Best Practices; (Eldredge)**
9. **Approve of meeting calendar for year 2021**

Proposed Dates	Proposed Time
January 28, 2021	10:00-11:30 am
April 29, 2021	10:00-11:30 am
July 29, 2021	10:00-11:30 am
October 28, 2021	10:00-11:30 am

10. **Confirm next meeting date: To be determined.**
11. **Committee Member and Staff Announcements**
Action items and reports from members of the Committee, including announcements, questions to be referred to staff, future agenda items, and reports on meetings and information which would be of interest to the Committee or the public.
12. **Adjournment (Approximately 10:30 a.m.)**

Public records that relate to any item on the open session agenda for a regular meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Committee. Public records are available for inspection by contacting Kim Eldredge, Audit Manager at 530-666-8190 ext. 9204 or kim.eldredge@yolocounty.org and meeting materials can be inspected at County offices located at 625 Court Street, Woodland, CA 95695; those interested in inspecting these materials are asked to call 530-666-8190 ext. 9204 to make arrangements. The documents are also available on the County of Yolo Financial Oversight Committee website located at: <https://www.yolocounty.org/general-government/general-government-departments/financial-services/financial-oversight-committee>.

PUBLIC PARTICIPATION **OPTIONS FOR PUBLIC COMMENT**

1. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone only, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes. "Note: If you are joining by zoom and phone, still use the zoom raise a hand button as *9 will not work.
2. If you choose not to observe the Audit Subcommittee meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the Committee meeting. Please submit your comment to Kim Eldredge, Audit Manager at kim.eldredge@yolocounty.org. Your comment will be placed into the record at the Committee meeting.
3. If you are watching/listening to the live stream of the Committee meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to the Kim Eldredge, Audit Manager at kim.eldredge@yolocounty.org. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.