

YOLO COUNTY AUDIT COMMITTEE

MINUTES OF MEETING September 17, 2020

Note: This meeting was held via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020).

Members present on the call: Gary Sandy (Chair - Supervisor), Duane Chamberlain (Supervisor)

Members excused: None.

Others present on the call: Kim Eldredge, Noemy Mora-Beltran, Douglas Port (Internal Audit), and Lawrence Raber (Public).

Moderator: Kim Eldredge

Recorded by: Doug Port

- 1) **Call to order.** Gary Sandy called the meeting to order at 10:00 AM with Duane Chamberlain in attendance. Quorum was formed.
- 2) **Introductions.** Members and public above were on the call.
- 3) **Approval of agenda.** The agenda was reviewed and approved; agenda adopted (Chamberlain/Sandy).
- 4) **Follow-up of items from 7/30/2020 meeting.** There were no follow-up items open from prior meeting.
- 5) **Public comment.** Kim Eldredge reported that no public comments were received for the record.
- 6) **Approval of the 7/30/2020 meeting minutes.** Accepted and approved (Chamberlain/Sandy).
- 7) **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).**

Kim Eldredge provided the status of current engagements and the release of audit reports since the last meeting. Current engagements in-progress include the continuous purchasing card audit, telecommuting audit and transit special review. Kim also provided an update on the status of electronic work papers for the Division of Internal Audit
 - b) **Provide summary of audit reports received (Eldredge).**

The division of Internal Audit received 68 reports during FY19/20 (19 County, 30 Joint Powers Association, 12 Special District and 7 Other Entity).
 - c) **Provide status of purchase card continuous auditing FY19/20 (Mora-Beltran).**

Noemy Mora-Beltran provided an update on the status of the purchase card continuous audit for FY19/20. Noemy presented charts showing an overview of the purchase card activity by department, transaction analysis summary by merchant (top 10 shown), type of items purchased from top merchants, transactions typically made through purchase order, number of purchases made on weekends, and number of purchases made on holidays.

8) **Review Draft Audit Follow-up Policy and Audits Conducted by External Entities and Fiscal Monitoring Review Policy and discuss any changes (Eldredge).**

Kim Eldredge provided Draft Copies of the Audit Follow-up Policy and Audits Conducted by External Entities and Fiscal Monitoring Policy for review and discussion. Kim went through each section of the policies presented. For the Audit Follow-up Policy, the Committee discussed ways to strengthen the timely reporting of management's response to audit findings, the reporting of issues/findings by risk priority, and should departments be able to contract with outside auditors without going through internal audit. Other issues discussed by the Committee included the reporting of external audits to the Division of Internal Audit and tracking findings of external audits and ranking risk of external audit findings. The Committee suggested that the Internal Audit Manager talk to LAFCO about audit follow-up to findings for special districts laws and regulations.

9) **Confirm next meeting date.** The next meeting is scheduled for November 10, 2020 at 9:30-10:30 a.m.

10) **Committee Member and Staff Announcements.** There were no committee member and staff announcements.

11) **Adjournment.** Meeting adjourned at 11:00 a.m.