

Humboldt County Audit Committee

Committee Members: Virginia Bass, Board of Supervisors, Chair Mike Wilson, Board of Supervisors, Vice-Chair Corey Weber, Representative of Schools Cheryl Dillingham, Public Member Mychal Evenson, Public Member	County Advisory Staff: Amy Nilsen, County Administrative Officer Karen Paz Dominguez, Auditor-Controller John Bartholomew, Treasurer-Tax Collector
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**MINUTES**

April 30, 2021

10:30 AM to 12:00 PM

**SPECIAL MEETING – VIRTUAL**

- A. Call to Order – the meeting was called to order at 10:35 a.m.
- B. Roll Call

**Members Present:** Supervisor Virginia Bass, Supervisor Mike Wilson, Cheryl Dillingham, Mychal Evenson, Corey Weber

**Advisory Staff Present:** CAO Amy Nilsen, Treasurer Tax Collector John Bartholomew, and Senior Accountant Jim Hussey (representing the Auditor Controller Karen Paz Dominguez)

- C. Public Comment – **There was no public comment**
- D. Distribution and Review of Audit Committee Charter

CAO Nilsen shared a brief presentation and discussed the purpose of the Charter.

**Action: Mychal Evenson volunteered to have his initial term limited to one year in an effort to stagger the terms of the committee.**

- E. Status Report - External Auditors – CLA (CliftonLarsonAllen)
  - 1. Overview of Audit process
  - 2. Audit scope and work plan for 2020 audit

Rich Gonzalez from CliftonLarsonAllen (CLA) gave an overview of the audit scope and work plan for the 2020 audit, noting that CLA is still in the planning phase.

**Action: No action taken**

F. Status Report on Corrective Action Plan for 2018-19 audit findings

The committee discussed the importance of the Auditor Controller's input at these meetings and suggested that staff reach out to the Auditor to find a time that works for everyone so that another Audit Committee Meeting could be scheduled within the next several weeks.

**Action: No Action taken. This item was deferred to the next Audit Committee Meeting.**

G. Status Report on the Cost Allocation Plans for 2020-21 and 2021-22

**Action: No Action taken. This item was deferred to the next Audit Committee Meeting.**

H. Discuss Government Code 27008 relative to current operations

GC 27008.

(a) The treasurer shall not receive money into the treasury or for deposit with him or her as treasurer, unless it is accompanied by the certificate of the auditor.

(b) Notwithstanding subdivision (a), the auditor and treasurer may establish alternate control procedures for the treasurer to receive or deposit money without the certificate of the auditor.

Treasurer Tax Collector John Bartholomew updated the committee on Government code 27008 and discussed a proposed alternative control procedure needed to meet code requirements.

**Action: Treasurer Tax Collector John Bartholomew agreed to reach out to the Auditor as it relates to the proposed alternative control procedure and report back to the committee at its next meeting.**

I. Discuss Government Code 26905 relative to current operations.

GC 26905. Not later than the last day of each month, the auditor shall reconcile the cash and investment accounts as stated on the auditor's books with the cash and investment accounts as stated on the treasurer's books as of the close of business of the preceding month to determine that the amounts in those accounts as stated on the books of the treasurer are in agreement with the amounts in those accounts as stated on the books of the auditor.

**Action: No Action taken. This item was deferred to the next Audit Committee Meeting.**

J. Administrative Matters

1. Future Audit Committee Meetings (shall occur at least four times each fiscal year within 40 days of each quarter's end)

- Week of August 9, 2021
- Week of November 8, 2021
- Week of February 7, 2022
- Week of May 9, 2022

**Action: It was moved by Supervisor Wilson and seconded by Corey Weber to approve the above schedule with the addition of a Special Meeting in the next several weeks to address items F, G, I and J-2.**

**Vote:**

**Ayes: Weber, Evenson, Bass, Wilson, and Dillingham**

**Nays: 0**

**Absent: 0**

2. Timing of Charter Responsibilities

- a. Selection of External Auditor in future years
- b. Inquiry of significant financial risks and exposures and adequacy of the county's internal controls, including computerized information system controls and security.
  - i. Financial Policy Review
- c. Annual Financial Statement Review
- d. Annual Single Audit Review
  - i. Review of Audit Findings
- e. Annual Presentation to the Board of Supervisors

**Action: No action taken. This item was deferred to the next Audit Committee Meeting.**

- K. Adjourn – **the meeting was adjourned at 11:55 a.m.**