

<p>Committee Members: Steve Madrone, Board of Supervisors, Chair Rex Bohn, Board of Supervisors, Vice-Chair Corey Weber, Representative of Schools Nicole Alvarado, Public Member John Fullerton, Public Member</p>	<p>County Advisory Staff: Elishia Hayes, County Administrative Officer Cheryl Dillingham, Auditor-Controller Amy Christensen, Treasurer-Tax Collector</p>
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Humboldt County Audit Committee

Minutes

May 4, 2023
11 a.m. to 12 p.m.
Conference Room A

A. Call to Order – the meeting was called to order at 11:05 a.m.

B. Roll Call

Members Present: Supervisor Steve Madrone, Supervisor Rex Bohn, Corey Weber, Nicole Alvarado

Members Absent: John Fullerton

Advisory Staff Present: CAO Elishia Hayes, Auditor Controller Cheryl Dillingham, Senior Accountant Mychal Evenson, Deputy County Administrative Officer Jessica Maciel, Clifton Larson Allen (CLA) Representatives Rich Gonzalez and Ricky Hegner

C. Approval of September 23, 2021 Audit Committee Minutes

It was moved by Supervisor Bohn and seconded by Supervisor Madrone to approved the September 23, 2021 minutes as submitted.

Vote:

Ayes: Bohn, Madrone, Weber, Alvarado

Nays: 0

Absent: Fullerton

D. Audit Committee Meeting Schedule for 2023

CAO Elishia Hayes reported that per the Audit Committee Charter, The Audit Committee is required to meet quarterly and a tentative schedule for the remainder of the year is attached for the committee's consideration.

It was moved by Supervisor Bohn and seconded by Corey Weber to approve the attached tentative schedule allowing flexibility in scheduling to accommodate finalizing of audit reports.

Vote:

Ayes: Bohn, Madrone, Weber, Alvarado

Nays: 0

Absent: Fullerton

E. Public Comment – There was no public comment

F. Administrative Matters

Auditor Controller Cheryl Dillingham (AC) gave an overall update noting the following:

1. **FY 2019/2020 Corrective Action Plan – AC Dillingham noted that the department is moving forward and making significant progress in addressing all of the audit findings**
2. **FY 2020/2021 Audit Update – Ricky Hegner from CLA reported that they are in the middle of the audit and that the timeframe for completion (June 31st, 2023) is on track.**
3. **FY 2021/2022 Status – AC Dillingham noted that the goal of the department is to close by the end of May, 2023.**

G. Other Business

CAO Hayes noted that the Audit Committee Charter needs to be updated and requested Audit Committee members review the current charter and be prepared to make recommendations/changes at the next Audit Committee Meeting in August, 2023.

H. Adjourn – the meeting was adjourned at 11:30 a.m.