

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

May 20, 2021

11:00 AM to 12:30 p.m.

SPECIAL MEETING – VIRTUAL

(Please use zoom link at the bottom)

- A. Call to Order – the meeting was called to order at 11:05 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 Auditor Controller Karen Paz Dominguez

- C. Approval of April 30, 2021 Audit Committee Minutes

Action: It was moved by Supervisor Wilson and seconded by Supervisor Bass to approve the April 30, 2021 Audit Committee Minutes as submitted.

- D. Public Comment – **There was no public comment**

- E. When will FY 19-20 Single Audit be Completed

Auditor Controller Karen Paz Dominguez gave an update on the status of the FY 19-20 Single Audit.

Action: No action was taken.

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

Auditor Controller Karen Paz Dominguez gave an update on the Corrective Action Plan for the 2018-19 audit findings.

Action: No action was taken.

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

Auditor Controller Karen Paz Dominguez gave an update on the Cost Allocation Plans for 2020-21 and 2021-22.

Action: No action was taken.

H. Auditor Controller Discussion

1. Utility invoice processing workflow – **this item was deferred**
2. Authority and access to financial software – **this item was deferred**
3. Outside bank accounts – **Auditor Controller Paz Dominguez discussed the outside bank accounts and potential impacts to being able to complete the FY 19-20 Single Audit. Auditor Controller Paz Dominguez also expressed the need for a Board approved Reconciliation Policy**
4. Unauthorized changes to payroll records – **in the absence of HR Director Linda Le, this item was deferred**
5. Unauthorized loan forgiveness - **Auditor Controller Paz Dominguez discussed the need for a Board approved Loan Forgiveness policy which would assist departments and give clear direction when writing off loan debt.**
6. Contracts/Leases – **this item was deferred**
7. Issuance of contracts without RFP's – **this item was deferred**

Action: No action was taken.

- I. 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: This item was removed from the agenda.

J. Administrative Matters

1. 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: This item was continued to the next Audit Committee Meeting.

K. Adjourn – **The meeting was adjourned at 12:45 p.m.**