

## Audit Committee

*date* Tuesday, October 17, 2017

*time* 1:00p – 2:00p

*place* San Diego Workforce Partnership, 3910 University Ave., San Diego, CA  
Executive Boardroom, 4<sup>th</sup> Floor

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## AGENDA

### Welcome

- Omar Passons – Chair
  - Call the meeting to order
  - Non-agenda public comment

### Action Item

- Omar Passons – Chair
  - Item #1: Minutes of the August 15 Audit Committee Meeting

### Information Item

- Omar Passons - Chair
  - Item #2: SDWP Internal Control Risk Assessment

### Adjournment

## Item#1

## Minutes of the August 15 Audit Committee Meeting

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### Members Present

Omar Passons, Chair  
Ed Hidalgo  
Marlene Taylor  
Tracy Sandoval  
Rolando Charvel

### Guests Present

Sally Rubi  
Roma Nichols

### Staff Present

Peter Callstrom  
Andy Hall  
Chris Burlaka  
Kai Jackson

All reports, memoranda and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Omar Passons, at 1:03 pm at SDWP with a quorum.

### Public Comment

None

### Reports

Roma Nichols, City of San Diego Internal Controls Supervisor reported on the observations of SDWP internal controls over the procure-to-pay process with the Committee.

### The following items were approved

1-08/15/2017 - Item 1

#### **Minutes of the June 12 Audit Committee Meeting**

Approve the June 12 Audit Committee minutes.

*Motioned, Seconded, Carried Unanimously (Sandoval/Charvel)*

2-08/15/2017 - Item 2

#### **Audit Committee Charter**

Motion to recommend the WDB approve the Audit Committee Charter.

*Motioned, Seconded, Carried Unanimously (Sandoval/Charvel)*

3-08/15/2017 - Item 3

**Fiscal Year 2016-2017 External Audit Firm**

Motion to approve the FY 2016/17 Engagement Letter from the independent audit firm Rogers, Anderson, Malody & Scott, LLP (RAMS).

*Motioned, Seconded, Carried Unanimously (Taylor/Hidalgo)*

**The following item was discussed:**

4-08/15/2017 - Item 4

**SDWP Internal Control Risk Assessment**

C. Burlaka provided an update on the Internal Control Risk Assessment that was conducted.

**DISCUSSION**

R. Charvel and T. Sandoval volunteered City and County staff to conduct the External Risk Assessment at no cost to SDWP. This would save SDWP approximately \$50,000 by not having to procure a private firm to conduct the assessment.

O. Passons suggested staff report to the Workforce Development Board the County's generous offer to conduct the assessment.

**Adjournment**

The meeting was adjourned at 1:44 pm.

Next meeting: October 2017

**Item #2:** SDWP Internal Control Risk Assessment

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**INFORMATION ITEM – NO ACTION REQUIRED**

At the August 15, 2017 Audit Committee meeting, members requested SDWP complete the internal control risk assessment and report the results to the Committee at the October meeting.