

**All Members Present**

Jamie Latiano Jacobs, Chair  
Rolando Charvel  
Ed Hidalgo  
Tracy Sandoval  
Rick Vaccari

**Staff Present**

Chris Burlaka, CFO  
Kai Jackson, Finance Director  
Andy Hall, COO  
Reilly Hurley, Governance Coordinator

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 Jamie Latiano Jacobs at 11:31 am, at SDWP with a quorum.

**Non-Agenda Public Comment**

None.

**Action Items**

1-12/03/2018 - *Item 1*      **Minutes of the February 28, 2018 Audit Committee Meeting**  
Audit Committee approves the meeting minutes.

*Moved (T. Sandoval), Seconded (R. Charvel), Carried Unanimously  
Abstentions: Jamie Latiano Jacobs*

2-12/03/2018 - *Item 2*      **Independent Auditor Selection**  
Audit Committee selects *Rogers, Anderson, Malody & Scott* as the independent auditor for Fiscal Years 2018-2021.

*Moved (T. Sandoval), Seconded (R. Charvel), Carried Unanimously*

Chris Burlaka, CFO began by presenting on the RFB process, relating that ten audit firms were invited to submit bids and that bids were received from the firms *Rogers, Anderson, Malody & Scott (RAMS)* and *Moss Adams, LLP*. The committee discussed why only two firms submitted bids, and how the number of bids could be increased during the next procurement.

The committee and staff discussed the merits of both bids. C. Burlaka related that both firms had met all the requirements contained in the RFB and that he would be comfortable selecting either. C. Burlaka cited the dual benefits of lower cost and an easier onboarding process as reasons the RAMS bid could be considered more favorable.

The committee discussed the advantages and drawbacks of changing the auditor, concluding that reselecting RAMS as the auditor would be appropriate, but that the committee should consider procuring a new auditor within the next two fiscal years to maintain strict impartiality.

## **Information Items**

3-12/03/2018 - Item 3

### **FY 2018 Funder Monitoring Update**

*C. Burlaka reviewed funder monitoring during calendar year 2018. Between January and September 2018, SDWP underwent six separate rounds of monitoring from various funders including the following: U.S. DOL Workforce Innovation Fund (WIF) grant monitoring, U.S. DOL WIOA EDD monitoring and subrecipient monitoring, EDD monitoring, County of San Diego Behavioral Health Services (BHS) in-depth invoice review, County of San Diego Expanded Subsidized Employment (ESE)/CalFresh in-depth invoice review, Chicago Workforce fiscal review of Walmart Foundation Contract.*

The committee discussed the findings of the monitoring and the timeline and reporting process for closing outstanding findings, requesting that the committee discuss monitoring and audit findings, as well as a refresh of the WDB Audit Committee Charter at a meeting in Fall, 2019. Moving forward the committee will meet twice a year, once in February or March to review the financial statements and single audit report, and once in the fall to review funder monitoring reports, updates on open and closed funder fiscal findings and to review the audit committee charter.

## **Adjournment**

The meeting was adjourned at 12:22 p.m.

## **Next meeting**

R. Hurley will establish the next meeting and notify the committee.