Workforce Partnership Audit Committee
Meeting Minutes: July 15, 2021

Members Present

Rick Vaccari (Chair), Rolando Charvel, Tracy Drager, Shandon Harbour, Mimi Rosado

Staff Present

April House, Chief Administrative Officer

Location: Via Zoom

Per Executive Order N-25-20, the requirement to which members of the public shall have the right to observe & offer public comment at the public meeting, consistent with the Brown Act, has been suspended.

The meeting was called to order by Rick Vaccari at 12:04 pm with a quorum.

Non-Agenda Public Comment:

None

Action Items

Item 1: Minutes of the March 15, 2021 Audit Committee Meeting

Committee approves the meeting minutes.

Moved (S. Harbour), Seconded (R. Charvel), Carried unanimously

Information Items

Item 2: Local Compliance Events

April provided an overview of the issues reported at Volunteers of America and discussed SDWP’s current internal controls to prevent and detect fraud, waste, and abuse. April noted SDWP’s conflict of interest form process, procurement process which requires multiple levels of approval, internal and third-party monitoring annually, among several others.

Item 3: FY22 Budget

April overviewed SDWP’s FY22 budget and strategy. The budget includes an overall increase of 8% from FY21. SDWP continues to focus on revenue diversification and the pursuit of additional funding
sources. April noted that the predominant focus of revenue strategy, growth, and diversification is currently the CalFresh E&T program. SDWP CalFresh funding is expected to increase 64%.

**Item 4:**  
*Fiscal Infrastructure Review Update: Finance Leadership*

April updated the committee on the fiscal infrastructure review conducted by FMA. SDWP is currently in a growth phase, which adds a level of finance operations complexity that the organization will need to invest in the maturation of. April covered the areas of focus SDWP is investing in for FY22: financial planning, reporting and monitoring, fiscal staffing, operations and technology, and governance.

**Item 5:**  
*Enterprise Risk Assessment Update: Cybersecurity*

Shannon Moran, Chief Information Officer, discussed SDWP’s cybersecurity infrastructure and FY22 roadmap. Currently in Q1 SDWP is focused on automation and process improvements, auditing, and Career Center security.

**Adjournment:** The meeting was adjourned at 12:49 pm.

**Next Meeting:** TBD