

County of Fresno
Auditor-Controller/Treasurer-Tax Collector
Audit Committee Minutes
Board of Supervisors' Chambers
May 13, 2022 – 10:00 a.m.

MEMBERS PRESENT:

Supervisor Sal Quintero, Audit Committee Chairman
Daniel C. Cederborg, County Counsel, Audit Committee Vice-Chairman
Supervisor Nathan Magsig
Greg Reinke, County Administrative Officer's Proxy
Kari Gilbert, Department Heads Council Member

Call to Order: Chairman Quintero called to order the regular meeting of the Audit Committee (Committee) on May 13, 2022, at 10:01 a.m. in the Board of Supervisors' Chambers.

1. Pledge of Allegiance

- Kari Gilbert, Director of Department of Child Support Services, led all in attendance with the Pledge of Allegiance.

2. Approve Agenda

- A motion was made by Supervisor Magsig, seconded by Vice-Chairman Cederborg, and carried 5-0 to approve the May 13, 2022 agenda.

3. Public Presentations

- This portion of the meeting is reserved for persons desiring to address the Committee briefly on any matter not on this agenda within the Committee's subject matter jurisdiction.
- There being none, the Committee proceeded to hear the next item on the agenda.

4. Reappointment of Member Vilanova for term expiring December 31, 2023

- Member Vilanova was not present and being no public comment, a motion was made by Supervisor Magsig, second by Kari Gilbert, and carried 5-0 to reappoint member Manuel Vilanova for term expiring December 31, 2023.

5. Approval of January 28, 2022, Audit Committee Meeting Minutes

- There being no public comments, a motion was made by Kari Gilbert, seconded by Greg Reinke, and carried 5-0 to approve the January 28, 2022, Audit Committee Meeting Minutes.

6. Consent Items

a) Approve Quarterly Fraud Report covering January 1, 2022, to March 31, 2022

- There being no public comments, a motion was made by Kari Gilbert, seconded by Vice-Chairman Cederborg, and carried 5-0 to approve Agenda item 6a.

7. Discussion and Action Items

a) Review and approve the Department of Social Services Department Head Transition Report.

- Karoll Diaz, Accounting and Financial Manager, FR&A, introduced and presented the item, and Stacey Sandoval, Department of Social Services Finance Manager commented on this item.
- A discussion took place regarding Capital Asset Management, where Supervisor Magsig inquired about certain capital assets not taken to the board for approval. Karoll Diaz stated that any capital assets purchased would need to be taken to the Board of Supervisors. Stacey Sandoval stated that they will

follow guidance provided by the Auditor-Controller's Office and take the items retroactively to the Board of Supervisors for approval.

- There being no public comments, a motion was made by Supervisor Magsig, seconded by Kari Gilbert, and carried 5-0 to approve Agenda Item 7a.

b) Review and approve the County Administrative Office Department Head Transition Report.

- Karoll Diaz, Accounting and Financial Manager, FR&A, introduced and presented the item. Greg Reinke commented on this item.
- There being no public comments, a motion was made by Kari Gilbert, seconded by Vice-Chairman Cederborg, and carried 5-0 to approve Agenda Item 7b.

c) Review and approve the Department of Social Services Payroll Compliance Audit Report for all calendar year 2019 and calendar year 2020 through June 28, 2020.

- Karoll Diaz, Accounting and Financial Manager, FR&A, introduced and presented the item, and Stacey Sandoval, Department of Social Services Finance Manager commented on this item.
- Supervisor Nathan Magsig inquired about penalties or fines due to underpayment to employees. Vice-Chairman Cederborg stated that penalties or fines would only apply if a labor claim existed.
- Vice-Chairman Cederborg asked if the overtime findings were more prone on a specific division. Stacey Sandoval stated that Child Welfare Division is where most overtime takes place.
- There being no public comments, a motion was made by Kari Gilbert, seconded by Vice-Chairman Cederborg, and carried 5-0 to approve Agenda Item 7c.

d) Review and approve the Proposed Audit Plan for fiscal year 2022-23.

- Oscar J. Garcia, Auditor-Controller/Treasurer-Tax Collector, introduced and presented the item.
- Oscar J. Garcia asked the board members if they wanted to make any changes to the proposed Audit Plan.
- Kari Gilbert asked about the Transition Reports for Department of Behavioral Health (DBH), and Department of Public Health (DPH). She was informed the Transition Report for DPH was completed, and DBH's is in process.
- There being no public comments, a motion was made by Vice-Chairman Cederborg, seconded by Supervisor Magsig, and carried 5-0 to approve Agenda Item 7d.

8. Staff Updates

- Oscar J. Garcia, Auditor-Controller/Treasurer-Tax Collector, mentioned staff will be focusing on incorporating training related to assets as part of the yearly Countywide Training.
- Supervisor Magsig stated that assets relate to the purchasing and procurement process.
- A discussion took place regarding the threshold for requesting approval from the Board of Supervisors, the accounts used to purchase capital assets, and the possibility of department heads having more authority for purchasing capital assets.
- Kari Gilbert stated that she is more concerned regarding Payroll. A discussion took place regarding issues that might arise from internal processes varying from department to department regarding the verification of the accuracy of timesheets against supporting documentation. Oscar J. Garcia stated that staff will prepare a training for Departments regarding Payroll as part of the yearly Countywide Training.
- Oscar J. Garcia mentioned that staff will be working on compiling information regarding Special Districts getting into compliance.
- Greg Reinke inquired about the possibility of updating policies regarding the threshold for Board of Supervisors approval.

9. Adjournment

- A motion was made by Kari Gilbert, seconded by Greg Reinke, and was carried 5-0 to adjourn the meeting at 10:37 a.m.

Audit Committee Members:

Supervisor Sal Quintero, Audit Committee Chairman

Daniel C. Cederborg, County Counsel, Audit Committee Vice-Chairman

Supervisor Nathan Magsig

Paul Nerland, County Administrative Officer

Kari Gilbert, Department Heads Council Member

Manuel Vilanova, Public Member

Kulwinder Brar, Public Member