



INTEROFFICE MEMORANDUM

Oscar J. Garcia, CPA

Auditor-Controller/Treasurer-Tax Collector

Enedina Garcia

Deputy Auditor-Controller

Frank Gomez

Deputy Treasurer-Tax Collector

DATE: December 8, 2023
TO: Audit Committee Members
FROM: Supervisor Sal Quintero, Audit Committee Chairman
SUBJECT: Audit Committee Meeting

This will confirm the next Audit Committee meeting scheduled on **December 8, 2023 at 10:00 a.m.** in the Board of Supervisors Chambers - Room 301 of the Hall of Records. The following is the agenda for the meeting:

AGENDA

- 1) **Roll Call**
- 2) **Pledge of Allegiance**
- 3) **Approve Agenda**
- 4) **Public Presentations**
This portion of the meeting is reserved for persons desiring to address the Audit Committee briefly on any matter not on this agenda within the Committee's subject matter jurisdiction.
- 5) **Appointment of the Audit Committee Chairman and Vice-Chairman for Calendar years 2024 and 2025**
- 6) **Approval of the August 11, 2023 Audit Committee Meeting Minutes**
- 7) **Consent Items**
 - a. Approve Quarterly Fraud Report covering July 1, 2023 to September 30, 2023.
- 8) **Discussion and Action Items**
 - a. Review and approve the Department of Social Services Food and Nutrition Services (FNS)-209 Report for the quarter ended June 30, 2023.
 - b. Review and approve the Department of Social Services Payroll Compliance Follow-Up Audit for dates in calendar years 2022 and 2023.
 - c. Review and approve amendment to Agreement No. 19-309, with Brown Armstrong Accountancy Corporation for independent and professional external audit services.

- d. Review and accept the Independence Certification.
- e. Review and approve the 2024 Audit Committee Meeting Dates.

9) Staff Updates

10) Adjournment

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Enclosures

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

Next meeting scheduled on January 5, 2024.