

**Summary Minutes  
Administration & Finance Committee  
Wednesday, February 2, 2022, 2:00 p.m.**

*Due to COVID-19, this meeting was conducted as a teleconference pursuant to the provisions of Assembly Bill 361.*

**Directors:** Sue Noack, Keith Haydon, Laura Hoffmeister  
**Staff:** Bill Churchill, Ruby Horta, Scott Mitchell, Amber Johnson, Karol McCarty, Madeline Chun  
**Public:** None

**Call to Order:** Meeting called to order at 2:00 p.m. by Director Noack.

**1. Approval of Agenda**

The Committee approved the agenda.

**2. Public Communication**

None.

**3. Approval of Minutes of January 5, 2022**

The Committee approved the minutes.

**4. Fiscal Year 2021 Financial Audit**

**5. Independent Accountant's Report on Federal Funding Allocation Data (FFAD) for Federal Transit Administration**

(Items 4 and 5 were presented and discussed as one item.)

Ms. Johnson presented the items for discussion, and thanked County Connection staff for their hard work on the audit, particularly Ms. McCarty, as she bore most of the audit work alone while County Connection was without a CFO. Ms. Johnson reviewed financial highlights of the year, then introduced Ashley Green, the Brown Armstrong partner in charge of the FY 2021 audit.

Ms. Green reported that the auditor's opinion on the Authority's financial statements is unmodified, which is the highest opinion that an entity can obtain under government auditing standards, and that the statements were fairly presented in all material aspects. She reported that the auditors did identify a deficiency not considered to be a material weakness while reviewing the Authority's inventory process. They noted some data input errors, and some obsolete inventory was not being removed from the inventory system. This was a continuation of a finding from the prior year and is primarily due to COVID-related restrictions on the number of staff permitted to conduct inventory under CDC guidelines. Ms. Green further reported an additional deficiency considered to be a material weakness while reviewing the Authority's Schedule of Federal Awards (SEFA). They noted

that the initial preparation of the SEFA did not include accrued revenue for all the eligible expenditures for the period ending June 30, 2021.

Ms. Green reported that there were no instances of noncompliance noted in the report on State Compliance. She further reported that the auditors are required to relay certain elements of communication to the Board of Directors, specifically any significant difficulties encountered during the audit, and/or any disagreements with management, of which there were none. She also reported the results of the additional agreed-upon procedures related to certain revenue allocations and certain expenditure types. The only reportable item related to this procedure was that the Authority's population-based State Transit Assistance (STA) amount decreased over the prior year. Lastly, she reported that no exceptions were noted as a result of the auditor's review of the Authority's Federal Funding Allocation Data (FFAD) on the National Transit Database (NTD) report.

Ms. Green thanked County Connection's financial staff for their work on the audit.

Each member of the Committee recommended to the Board that the FY 2021 audit report (Item 4) and the Independent Accountant's Report on FFAD (Item 5) be recommended to the full Board of Directors for approval.

#### **6. Review of Vendor Bills, January 2022**

The Committee reviewed the vendor bills for January 2022.

#### **7. Approval of Legal Services Statement, November 2021 General and November 2021 Labor**

The Committee approved the legal services statement for November 2021.

#### **8. Committee Comments**

None.

#### **9. Future Agenda Items**

None.

#### **10. Next Scheduled Meeting**

The next meeting was scheduled for March 2<sup>nd</sup> at 2:00 p.m. via teleconference.

#### **11. Adjournment** – The meeting was adjourned at 2:37 p.m.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer