

Summary Minutes Administration & Finance Committee

County Connection Administration Office
2477 Arnold Industrial Way
3rd Floor Conference Room
Concord, CA 94520

Wednesday, December 6, 2022, 2:00 p.m.

Directors: Renata Sos, Sue Noack, Laura Hoffmeister
Staff: Bill Churchill, Amber Johnson, Ashley Green, Paul Sahota
Public: None

Call to Order: Meeting called to order at 2:05 p.m. by Director Sos.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of November 1, 2023

The Committee approved the minutes.

4. Fiscal Year 2023 Financial Report and Audited Financial Statements

Ms. Johnson introduced Ashley Green, the Brown Armstrong partner in charge of the FY 2023 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. Ms. Green explained that there was one material weakness finding in relation to the preparation of the Schedule of Expenditures of Federal Awards (SEFA), but that this matter did not rise to the level of a significant deficiency or instance of noncompliance. Ms. Green also 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. 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 2023 audit report be recommended to the full Board of Directors for approval.

5. Review of Vendor Bills, November 2023

The Committee reviewed the vendor bills for November 2023.

6. Approval of Legal Services Statement, September and October 2023 General, August and September 2023 Labor

The Committee approved the legal services statement, September and October 2023 General, August and September 2023 Labor

7. Next Scheduled Meeting

The next meeting was scheduled for January 3rd at 2:00 p.m.

8. Adjournment

The meeting was adjourned at 2:35 p.m.

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