

CITY OF WEST COVINA

AUDIT COMMITTEE

**WEDNESDAY, JUNE 7, 2017, 4:30 p.m.
SPECIAL MEETING**

**WEST COVINA CITY HALL
MANAGEMENT RESOURCE CENTER, 3RD FL., RM. 314
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790**

MINUTES

CALL TO ORDER – Chair Colleen Rozatti called the meeting to order at 4:40 p.m.

PLEDGE OF ALLEGIANCE – Led by Committee Member Doran Barnes.

ROLL CALL

Present: Chair Colleen Rozatti
Committee Member Doran Barnes
Committee Member James Grivich
Committee Member Corey Warshaw

Absent: Vice-Chair Mike Spence

Staff Present: City Manager Chris Freeland, Financial Consultant Debbie Harper,
Accounting Manager Nicole Lugotoff, Assistant City Clerk Rosalia
Butler, Senior Administrative Assistant Nancy Ramos

ORAL COMMUNICATIONS

No speakers.

1. APPROVAL OF MINUTES

February 27, 2017 Special Audit Committee Meeting Minutes

A motion was given by Warshaw and seconded by Grivich to approve the February 27, 2017 Special Audit Committee Minutes. Motion carried by a vote of 3-0-1 with Barnes abstaining and Spence absent.

2. AUDIT COMMITTEE NOMINATIONS

RECOMMENDATION:

It is recommended that the Audit Committee nominate a:

1. Chair
2. Vice-Chair

1. NOMINATION OF CHAIR

Committee Member Warshaw nominated Committee Member Grivich for the position of Chair. A motion was given by Warshaw and seconded by Grivich to appoint Committee Member Grivich as the next Chair of the Audit Committee. Motion carried by a vote of 3-1 with Rozatti in opposition and Spence absent.

2. NOMINATION OF VICE-CHAIR

Committee Member Warshaw nominated Committee Member Barnes for the position of Vice-Chair. A motion was given by Warshaw and seconded by Grivich to appoint Committee Member Barnes as the next Vice-Chair of the Audit Committee. Motion carried by a vote of 4-0 with Spence absent.

Committee Member Grivich took over as Chair and asked if there were any oral comments. None were heard.

3. SINGLE AUDIT REPORT ON FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2016

RECOMMENDATION:

It is recommended that the Audit Committee receive and file the Single Audit Report on Federal Awards for the year ended June 30, 2016.

After a very long discussion between staff and the Committee Members, a motion was made by Warshaw and seconded by Barnes to receive and file the Single Audit Report on Federal Awards for the Year Ended June 30, 2016. Motion carried by a vote of 4-0 with Spence absent.

4. FISCAL YEAR 2016-17 AUDIT PLANNING SESSION

After a very long discussion between staff, the Committee Members and the auditors, a motion was made to amend the minutes of June 7, 2017, Item No. 4 to request a recommendation from the auditors on how overtime is reported and how often should budget adjustments be presented to City Council.

RECOMMENDATION:

It is recommended that the Audit Committee recommend any specific areas to be reviewed during the Fiscal Year 2016-17 audit process.

Committee Member Grivich raised concerns regarding the Athens contract. Committee Member Warshaw mentioned that the contract is being reviewed by the City Council.

A motion was made by Rozatti and seconded by Barnes to have the auditors review the Japan Trip from 2016 and review with the current travel policy. Motion carried by a vote of 4-0 with Spence absent.

A motion was made by Grivich and second by Rozatti to have the auditors review the Policy and Procedures for overtime salaries and being within budget. Motion carried 4-0 with Spence absent.

ADJOURNMENT

A motion was made by Rozatti and seconded by Barnes to adjourn the meeting at 5:53 p.m. Motion carried by a vote of 4-0 with Spence absent.

Minutes taken by: Nancy Ramos, Senior Administrative Assistant – Finance Department