



OFFICE OF THE TREASURER-TAX COLLECTOR
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



TREASURY OVERSIGHT COMMITTEE MINUTES

Wednesday, July 27, 2016 at 3:00 p.m.
12 Civic Center Plaza, Conference Room 300, Santa Ana

GARY CAPATA
Chair

LAURA PARISI
Vice Chair

DR. WILLIAM "ANDY" DUNN
Member

FRANK KIM
Member

DR. AL MIJARES
Member

RICHARD ROHM
Member

ERIC WOOLERY
Member

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- **Call to Order**
 - Chair Capata called the meeting to order at 3:00 p.m.
 - **Welcome**
 - **Members Present:** Gary Capata, Laura Parisi, Richard Rohm and Eric Woolery, Dr. Al Mijares
 - **Alternates Present:** Michelle Aguirre, Wendy Benkert
 - **Members Absent:** Frank Kim and Dr. Andy Dunn
 - **Liaison Present:** Treasurer-Tax Collector Shari Freidenrich
 - **Public Comments**
 - There were no public comments made.
 - **Minutes**
 - Member Parisi moved to approve the minutes of the April 27, 2016 Treasury Oversight Committee (TOC) meeting. Member Rohm seconded the motion. **Approved 6-0.**
 - **New Business**
 - **CMTA Certification Program** – Treasurer Freidenrich handed out CMTA program information as requested at the April 27, 2016 TOC meeting.
 - **Press Release on Landfill Proceeds** – Treasurer Freidenrich handed out the County Press Release regarding County approved Plan B payoffs from landfill proceeds as requested at the April 27, 2016 TOC meeting.
 - **RFP Process** – The audit RFP has not been processed yet. Reaching out to other peer counties for their RFP samples.
 - **Receive and File Treasurer's Monthly Investment Report for April, May and June:** Treasurer Freidenrich presented the highlights of these reports. There were no compliance exceptions in April, May or June. During April, May and June there were no changes to the Treasurer's Approved Issuer List. The Investment Pool Financial Statement Disclosures are posted to our website at ocgov.com/ocinvestments and emailed to pool participants. Member Mijares moved to receive and file these reports. Member Parisi seconded the motion. **Approved 7-0.**
 - **Receive and File Report of the Schedule of Assets Held by the County Treasury as of June 30, 2015:** Treasurer Freidenrich introduced Mr. Squires, Financial Manager. Mr. Squires explained this is an annual audit mandated by Government Code. There were no deficiencies in internal controls and no instances of non-compliance. Member Rohm moved to receive and file this report. Alternate Aguirre seconded the motion. **Approved 7-0.**

Mission: Ensure safe and timely receipt, deposit, collection and investment of public funds.

- **Receive and File 2015 County of Orange, California Management Letter for the Year Ended June 30, 2015:** Mr. Squires explained that this letter is part of the County's financial statement audit. There was one deficiency identified under internal controls in management review and approval. Procedures have been reviewed with staff stressing the importance of these items. Member Parisi moved to receive and file this report. Member Mijares seconded the motion. Approved 7-0.
- **Receive and File Continuous Compliance Auditing of the Treasury Investment Portfolio for the Quarter ended March 31, 2016:** Mr. Squires explained the purpose of the summary and the type of information that can be found in it. There were no compliance deficiencies identified. Alternate Aguirre moved to receive and file this report. Member Parisi seconded the motion. Approved 7-0.
- **Receive and File June 2016 TOC Compliance Summary:** Treasurer Freidenrich explained the purpose of the summary and the type of information that can be found in it. There were no compliance incidents. Member Parisi moved to receive and file this report. Member Rohm seconded the motion. Approved 7-0.
- **Review and Approve Revised Engagement Letter with Auditor-Controller Internal Audit Division to Provide Quarterly Compliance Review Services:** Treasurer Freidenrich explained the purpose of the letter. Mr. Suzuki (Internal Audit Division) explained the purpose of the report. Only five compliance issues have been self-identified since the beginning of this report in 2011. We recommend the scope of revisions be reduced from the current 30/quarter to 15/quarter which will be a great cost savings to pool participants. The five days per month are randomly selected. The TOC directed Internal Audit to present an annual report to the TOC with the findings, and at any time the TOC can make a change to require more or less samples. Alternate Aguirre moved to approve the engagement letter. Member Mijares seconded the motion. Approved 7-0.
- **Chair's Report:**
 - Chair Capata reported that he went to the Laguna Hills City Council meeting to speak and is honored to say he was appointed to the council for the next five months.
- **Treasurer's Report:**
 - Treasurer Freidenrich reported on the following topics:
 - a. Update on training for TOC members
 - b. Update on recruitment and staffing changes
 - c. Update on compliance exceptions
 - d. Update on OC Fire Authority presentation
 - e. Update on annual report to City of Lake Forest and OCWD
 - f. Update on audit
 - g. Updated on tax collection and the reduction of incoming tax related phone calls
 - h. Update on use of eCheck
 - i. Update on average assessed value
 - j. Update on Secured Property tax bill mailing
 - k. Update on 6th Annual OC Financial Planning Day
- **Public Comments:**
 - There were no public comments made.
- **Committee Member Comments:**
 - Member Benkert discussed adding an alternate for Dr. Dunn. The TOC asked Treasurer Freidenrich to provide options to adding an alternate for Public Members.
- **Adjournment:**
 - Chair Capata adjourned the meeting at 3:50 p.m. to Wednesday, October 19, 2016, Auditor-Controller's Conference Room #300.