

**FIRST 5 VENTURA COUNTY  
ADMINISTRATION/FINANCE COMMITTEE  
MINUTES**

**October 11, 2018**

Present: Commissioner Mantooth, Pamela Grothe, Joseph Richards

Staff Present: Petra Puls, Jennifer Johnson

Guest Speaker: Cindy Fanning, Fanning & Karrh, CPAs

**I. Call to Order/Welcome/Introductions**

Commissioner Mantooth began the meeting at 11:05 a.m.

**II. Approval of Minutes from April 6, 2018 and May 18, 2018**

A motion was made by Joseph Richards, seconded by Pamela Grothe, to approve the minutes from the April 6, 2018 and May 18, 2018 meetings. The motion carried unanimously.

**III. Approval of Agenda**

A motion was made by Pamela Grothe, seconded by Joseph Richards, to approve the agenda. The motion carried unanimously.

**IV. Public Comments**

There were no public comments.

**V. Presentation and Review of FY 2017/18 Audit**

Cindy Fanning, an auditor from the firm conducting the FY 2017/18 audit for the Commission was welcomed to the meeting. Jennifer Johnson began the presentation with an overview of significant events in FY 2017/18 and provided context for the financial statements. Jennifer reviewed the financial statements, providing highlights and explanations for variances from the prior year. Jennifer provided highlights from the Notes to the Financial Statements. Jennifer also reviewed variances on the budget to actuals. There was a discussion about the budget schedules and the budgetary presentation of transfers.

Cindy provided an overview of the audit and stated that the opinion was unmodified, commonly referred to as a clean opinion. Cindy noted that there were no unadjusted errors. Cindy referred to the Report on Internal Controls and noted there were no control deficiencies or material weaknesses. Cindy reported on the expanded audit report, which is required for local First 5 Commissions relative to compliance with state laws and regulations, noting compliance in all areas.

Cindy stated that in accordance with the Statement on Auditing Standards, she is required to go over certain items with the Committee and will follow-up with a letter to the Committee. She stated that the auditors' responsibility under the generally accepted auditing standards is to perform an audit to obtain reasonable but not absolute assurance. She explained that

the accrual numbers are based on estimates and changed when the final invoices and/or expense reports are received. Cindy stated there were no disagreements with management during the audit, there were no consultations with other independent accountants that she was aware of, and there were no difficulties.

Cindy stated that the audit went smoothly and staff was acknowledged for their work on the audit. There were no items that required a separate discussion without staff present.

**A motion was made by Joseph Richards, seconded by Pamela Grothe, to receive and file the draft audit as presented. The motion carried unanimously.**

#### **VI. Review of Funded Program Spending Levels as of June 30, 2018**

Jennifer Johnson provided a report on program spending levels as of June 30, 2018. Jennifer reviewed the report and provided explanations as to the variances.

#### **VII. Update on Commission Activities**

Petra Puls referred to the September 2018 Report from Commission Staff. Petra gave an in-depth update on strategic planning for Years 4 and 5 and the NfL proposal review process. It was agreed that staff would notify the Committee of the review committee's recommendation to select a contractor(s). The Committee discussed consideration of strategies that would facilitate the transition to the redesigned NfL Initiative. The Committee agreed that staff would work and a proposal to bring back to the Committee.

#### **VIII. New Business/ Miscellaneous**

There was no new business.

#### **IX. Closure**

Commissioner Mantooth ended the meeting at 12:22 p.m.

#### **X. Next Meeting**

**Friday, November 2, 2018** 9:30 a.m. – 11:30 a.m. at First 5 Ventura County  
*(This meeting was subsequently cancelled)*