

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

**October 11, 2019**

Present: Commissioner Stenslie, Pamela Grothe, Joseph Richards

Staff Present: Jennifer Johnson, Sam McCoy

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

Commissioner Stenslie began the meeting at 9:33 a.m.

**II. Approval of Minutes from April 11, 2019 and September 6, 2019**

**A motion was made by Pamela Grothe, seconded by Joseph Richards, to approve the minutes from the April 11, 2019 and the September 6, 2019 meetings. The motion carried unanimously.**

**III. Approval of Agenda**

The agenda was accepted by consensus.

**IV. Public Comments**

There were no public comments.

**V. Presentation and Review of the FY 2018-19 Audit**

Jennifer Johnson began the presentation with an overview of significant events in FY 2018-19 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. Since Cindy Fanning, the lead auditor from the firm conducting the audit was unable to attend the meeting, Jennifer presented on the reports on her behalf, reporting that the opinion on the basic financial statement was unqualified - commonly referred to as a clean opinion. Jennifer discussed an error that was corrected for accrued interest earned to the Sustainability Fund. There were no unadjusted errors. Jennifer referred to the Report on Internal Controls and noted there were no control deficiencies or material weaknesses. Jennifer 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.

Jennifer stated that auditors are required to review certain items with the audit committee. Cindy will provide a letter containing these items to the Committee. Jennifer briefly highlighted some of the key items that will be discussed in the letter around performing audits to obtain reasonable but not absolute assurance and explaining that accrual numbers are based on estimates and amounts may change when the final invoices and/or expense reports are received. Jennifer stated there were no disagreements between the auditors and management during the audit, there were no consultations with other independent accountants, and there were no difficulties. Jennifer concluded the presentation by stating that the audit went smoothly. 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, 2019**

Jennifer Johnson provided a report on program spending levels as of June 30, 2019. Jennifer reviewed the report and provided explanations as to the variances.

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

Jennifer Johnson reported that the Commission approved the Committee's recommendation to update the provision in the Employee Handbook on employee health insurance to ensure the language aligns with the guidelines of the Affordable Care Act (ACA). Jennifer referred to the September 2019 Report from Commission Staff and highlighted: notification from the State Controller's Office that our FY 2017-18 audit conformed to reporting standards; Help Me Grow activities; and First 5 California's upcoming IMPACT 2020 RFP.

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

There was no new business.

#### **IX. Closure**

Commissioner Stenslie ended the meeting at 10:27 a.m.

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

**Friday, November 1, 2019**, 9:30 a.m. – 11:30 a.m. at First 5 Ventura County  
*(This meeting was subsequently cancelled)*