



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
March 12, 2018

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Joanne Bohren, Chief Auditor
Bob Campbell, Auditor-Controller
Haj Nahal, Asst. Auditor-Controller
Sandra Bewley, Auditor's Office
David Gould, Purchasing Services Manager
Carrie Ricci, Deputy Public Works Director
Joe Yee, Deputy Public Works Director
Carlos Velasquez, Fleet Services Manager
Jami Napier, Asst. Clerk of the Board
Emlyn Struthers, Clerk of the Board's Office
Mark Goodwin, District III Chief of Staff
Michelle Gonzales, Public Works Department
Diana Oyler, Public Works Department
Marilyn Underwood, Environmental Health Director
Nida Rivera, Public Works Department

1. Introductions

Chair Burgis convened the meeting at 1:00 p.m. and self introductions were made around the room.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No one requested to address the Committee during the public comment period.

3. ACCEPT report on the Auditor-Controller's audit activities for 2017 and APPROVE the proposed schedule of financial audits for 2018.

Joanne Bohren presented the staff report. Supervisor Andersen commented that staff compliance with the procurement card policies might be improved if an FAQ (frequently asked questions) document was made available on the Intranet. David Gould clarified that procurement card training is provided once to new card holders.

The Committee accepted the staff report and approved the 2018 schedule of internal audits as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. 1. CONSIDER reappointment of Larry Sweetser and Darryl Young to the Local Enforcement Agency Independent Hearing Panel to new four-year terms ending on March 31, 2022.
2. CONSIDER options for filling the remaining seat:
 - a. Direct staff to continue to recruit until the vacant seat can be filled, and/or
 - b. Recommend that the Board appoint a Board of Supervisors member to the vacant seat.

Julie Enea and Marilyn Underwood presented the staff report. The Committee approved the nominations to reappoint incumbents Larry Sweetser and Darryl Young to the LEA Independent Hearing Panel to new four-year terms ending on March 31, 2022, and directed staff to continue recruiting for a third panelist.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. ACCEPT 2016/17 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet.

Carlos Velasquez presented the staff report, which the Committee accepted.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

6. CONSIDER recommendations from the Public Works Director to exclude warrant requests and procurement card transactions from Small Business Enterprise and Outreach Program reporting, and to exempt cooperative purchasing agreements from the programs.

David Gould presented the staff report. The Committee approved the staff recommendations to exempt cooperative purchase agreements from the SBE and Outreach Programs and exclude warrant request and procurement card purchases from program reporting.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. The next meeting is currently scheduled for April 9, 2018.

8. Adjourn

Chair Burgis adjourned the meeting at 1:20 p.m.

For Additional Information Contact:

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