



MINUTES
Audit Committee
May 23, 2024
Hybrid Meeting
1:00 p.m. – 2:30 p.m.

1. Opening Business Chair Hughes called the meeting to order at 1:05 PM

- A. Roll Call – Commissioner Hank Hughes, Commissioner Justin Greene, Community Member Lori Narvaiz (on-line) were present.

In addition, Finance Director Yvonne Herrera, Accounting & Financial Reporting Officer Jessica Lucero-Muniz (on-line), County Manager Greg Shaffer, Deputy County Manager Leandro Cordova (on-line), Public Works Director Brian Snyder, Human Resources Director Valerie Park, Emily Wilson, CliftonLarsonAllen.

- B. Approval of Agenda – Commissioner Greene moved to approve the agenda, Chair Hughes seconded and through a rollcall vote the motion passed unanimously.

- C. Approval of Minutes – Community Member Narvaiz motions to approve the minutes of the November 29, 2023 meeting minutes and Chair Hughes seconded the motion. Through a rollcall vote the motion passed unanimously. Commissioner Greene abstains from vote.

2. Update on Internal Audit Project

- A. Emily Wilson, CliftonLarsonAllen (CLA), provided a slide presentation with an overview of the different on-going projects, Human Resources Hiring, Retention and Turnover, Public Works past project follow-up, and the risk assessment performed in the Fall 2022/Spring 2023 and resulting project plans through FY2025.

Management responses are needed for the Human Resources Hiring, Retention and Turnover report; however, Emily presented the risks, objectives, the work performed by the team and observations. Emily explained the purpose of the observations are to help the County make process improvements and address risks. There was discussion among the committee on questions and suggestions and upcoming work with contractors to help with documenting processes.

Emily then covered at a high level the Public Works follow-up project. The project has been completed and the observations were provided to Public Works management. Emily explained this project was following up on past observations to document the County's progress on improvements to the past observations. Emily did mention that the preliminary results had numerous observations being resolved and wanted to give Public Works kudos for the improvements.

Emily and the Finance Director proposed changes to the audit plan for FY2024, in the 2023 financial statement audit, the County received a finding related to the annual fixed asset inventory. It was proposed to include using CLA resources to help with FY2024 annual certification. This change would shift FY2024 projects to FY2025.

The revised FY2024 projects would be the following:
Public Works Follow-up on observations
Hiring, Retention and Succession Planning-Extended Scope
Capital Asset Inventory

The revised FY2025 projects presented were:
Grants Management
Bonds

Accounts Payable/Purchases Orders
Follow-up on Outstanding Observations

Chair Hughes requested input on the changes from the Finance Director, County Manager, Commissioner Greene and Community Member Narvaiz.

Community Member Narvaiz moved to approve the changes to the FY2024 and FY2025 audit plans, Commissioner Greene seconded and through a rollcall vote the motion passed unanimously.

There was a brief discussion on the Inflation Reduction Act (IRA) and the opportunities available to the County and the resources CLA had to help with County navigate the IRA.

- B. The Finance Director briefly communicated to the Committee the use of the software Envisio to help track the observations and the responsible departments. Envisio's capabilities assignment, communications, and reporting make it an important tool for tracking the progress of process improvements.

4. Matters from Staff

- A. No updates were provided.

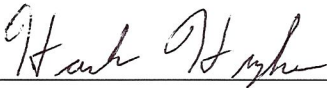
5. Schedule Next Meeting Date of the Audit Committee

- A. There was discussion for scheduling the next meeting in August, which would include the entrance conference for the FY2024 audit. The next meeting is planned for August 14 at 1.

6. Adjourn

The meeting was adjourned at 1:28 PM.

Approved by:



Hank Hughes, Chair
Santa Fe County Audit Committee

Approved by Audit Committee on August 14, 2024