



MINUTES
Audit Committee
August 14, 2024
Hybrid Meeting
1:00 p.m. – 2:30 p.m.

1. Opening Business Chair Hughes called the meeting to order at 1:02 PM

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

In addition, Finance Director Yvonne Herrera (on-line), Accounting & Financial Reporting Officer Jessica Lucero-Muniz, Capital & Grants Manager Sam Montoya (on-line), Deputy County Manager Leandro Cordova, Strategic and Operational Planning Director Cindy McKee (on-line), Public Works ASD Director PJ Griego and Ops Manager Anthony Serna Sanchez, County Treasurer Jennifer Manzanares (on-line), Ops Manager Brian Olachea (on-line), Emily Wilson and Kelly Burton, CliftonLarsonAllen and Kory Hoggan and Jeff Roybal, Moss Adams

- B. Approval of Agenda – Community Member Narvaiz motions to approve the agenda and Commissioner Greene seconded and through a rollcall vote the motion passed unanimously.
- C. Approval of Minutes – Chair Hughes motions to approve the minutes of the May 23, 2024 meeting and Community Member Narvaiz seconded the motion. Through a rollcall vote the motion passed unanimously.

2. FY 2024 Audit Entrance Conference

- A. Kory Hoggan and Jeff Roybal of Moss Adams provided a slide presentation on the upcoming audit including the following:

Audit team
Deliverables on the audit such as the opinion, exit meeting, single audit, lodgers tax audit and HUD compliance audit
Auditor's responsibilities
Management's responsibilities
General timeline with a December 1 deadline

3. Update on Internal Audit Projects

- A. Emily Wilson and Kelly Burton, CliftonLarsonAllen (CLA), provided a slide presentation with an overview of the Public Works past project follow-up and the annual fixed asset inventory

The Public Works follow-up project was covered at a high-level providing information on the progress of improvement of 11 prior observations. There were 4 new observations that were discussed.

There was a brief discussion related to the Hiring, Retention and Succession Planning extended project regarding appropriate pay for certain positions.

At the prior audit committee meeting, the Committee approved a revised project list that included CLA helping the County with its annual fixed asset inventory. The project was explained with preliminary results of the work performed and what was still pending. CLA and County staff observed \$97.0 million worth of fixed asset inventory. There was discussion between the committee and the Public Works Department management on possibly expanding the use of Lucy throughout the County for inventory management.

Additional discussions occurred on the findings related to deposits within the Treasurer's office.

Finally, with CLA's contract expiring in February 2025, CLA would continue to perform follow-up on prior internal audit observations limiting new work to ensure a clean cut-off when the contract ended.

- B. The Finance Director and Operational and Planning Director Cindy McKee briefly demonstrated the use of Enviso and the future plans for observation and finding assignments for the creation of work plans as is used with the County's strategic plan.

4. Matters from Staff

- A. No updates were provided.

5. Schedule Next Meeting Date of the Audit Committee

- A. There was discussion about scheduling the next meeting in November for the 2024 exit conference. The meeting will be scheduled later to coincide with the completion of the 2024 audit.

6. Adjourn

The meeting was adjourned at 2:20 PM.

Approved by:



Hank Hughes, Chair
Santa Fe County Audit Committee

Approved by Audit Committee on December 27, 2024