



**Date:** February 21, 2019  
**To:** Members of the Audit Committee  
**From:** Henry C. Levy, Chair  
**Subject:** Summary of the February 21, 2018, Audit Committee Meeting

Audit Committee Chair Henry Levy called the February 21, 2019, Audit Committee meeting to order at 1:00 pm. Committee members present were Dale Amaral, Keith Carson and Alternate Safety Member Darryl Walker, sitting in for absent committee member Elizabeth Rogers. Other Board members present were Ophelia Basgal, Liz Koppenhaver, Alternate Retiree Member Nancy Reilly, , and George Wood. Members of the Staff present were David Nelsen, Chief Executive Officer; Kathy Foster, Assistant Chief Executive Officer; Margo Allen, Fiscal Services Officer; Harsh Jadhav, Chief of Internal Audit; Kathy Mount, Chief Counsel; Victoria Arruda, Human Resources Officer, Vijay Jagar, Retirement Chief Technology Officer; Betty Tse, Chief Investment Officer; Jessica Huffman, Benefits Manager; and Sandra Dueñas-Cuevas, Benefits Manager.

**PUBLIC COMMENT**

None

**ACTION ITEMS**

*External Audit:*

- 1. Presentation, discussion, and possible motion to approve the external audit scope of work and timeline of services for the Financial Statements ended December 31, 2018, to be performed by Williams Adley & Co. LLP.**

Audrey Elbert and Kenneth Yu of Williams Adley & Company, LLC, presented and discussed the scope of work and timeline of the 2018 external audit.

After discussion, it was moved by Ophelia Basgal and seconded by Dale Amaral that the Audit Committee recommend to the Board of Retirement that the Board approve the external audit scope of work and timeline of services to be performed by Williams Adley & Co. LLP.

The motion carried 7 yes (*Amaral, Basgal, Carson, Koppenhaver, Levy, Walker, and Wood*), 0 no, 0 abstentions.

*Internal Audit:*

- 2. Presentation, discussion, and possible motion to approve the revised Internal Audit Department Charter.**

Staff presented the revised Internal Audit Department Charter. After a brief discussion, it was moved by Ophelia Basgal and seconded by Keith Carson that the Audit Committee recommend to the Board of Retirement that the Board approve the revised Internal Audit Department Charter

with a slight modification to Section IV, where the title of that section will be changed to Internal Consulting and Advisory Services.

The motion carried 7yes (*Amaral, Basgal, Carson, Koppenhaver, Levy, Walker, and Wood*), 0 no, 0 abstentions.

**3. Presentation, discussion, and possible motion to approve the Audit Committee Charter.**

Staff presented the Audit Committee Charter. After a brief discussion, it was moved by Ophelia Basgal and seconded by George Wood that the Audit Committee recommend to the Board of Retirement that the Board approve the Audit Committee Charter.

The motion carried 7 yes (*Amaral, Basgal, Carson, Koppenhaver, Levy, Walker, and Wood*), 0 no, 0 abstentions.

**INFORMATION ITEMS**

*External Audit*

**1. 2019 Audit Committee Work Plan (Proposed)**

Staff presented the proposed 2019 Audit Committee work plan.

*Internal Audit*

**2. Review of the Annual Risk Assessment, and presentation of the 2019 Internal Audit Program (Proposed)**

Staff presented the annual risk assessment process and the 2019 Internal Audit program.

**TRUSTEE COMMENT**

None.

**RECOMMENDATIONS**

1. The Audit Committee recommends, and I move, that the Board of Retirement approve the external audit scope of work and timeline of services to be performed by Williams Adley & Co. LLP.
2. The Audit Committee recommends to the Board of Retirement that the Board approve the Internal Audit Revised Internal Audit Department Charter with a slight modification to Section IV, where the title of that section will be changed to Internal Consulting and Advisory Services.
3. The Audit Committee recommends to the Board of Retirement that the Board approve the Audit Committee Charter.

**ESTABLISHMENT OF NEXT MEETING DATE**

April 18, 2019, at 1:00 pm

**MEETING ADJOURNED**

The meeting adjourned at 1:44 pm