



OFFICE OF THE TREASURER-TAX COLLECTOR  
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



**TREASURY OVERSIGHT COMMITTEE MINUTES**

Wednesday, January 25, 2017 at 3:00 p.m.  
12 Civic Center Plaza, Conference Room 300, Santa Ana

**GARY CAPATA**  
Chair

**LAURA PARISI**  
Vice Chair

**DR. WILLIAM "ANDY" DUNN**  
Member

**FRANK KIM**  
Member

**DR. AL MIJARES**  
Member

**RICHARD ROHM**  
Member

**ERIC WOOLERY**  
Member

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- **Call to Order**
    - Chair Capata called the meeting to order at 3:00 p.m.
  - **Welcome and Introductions**
    - **Members Present:** Gary Capata, Laura Parisi and Richard Rohm
    - **Alternates Present:** Michelle Aguirre and Dean West
    - **Members Absent:** Frank Kim, Eric Woolery, Dr. Andy Dunn and Dr. Al Mijares
    - **Liaison Present:** Treasurer-Tax Collector Shari Freidenrich

Treasurer Freidenrich introduced Dean West, the new Associate Superintendent for the Orange County Department of Education, who is the alternate for Dr. Mijares.

- **Public Comments**
  - There were no public comments made.
- **Minutes**
  - Member Parisi moved to approve the minutes of the October 19, 2016 Treasury Oversight Committee (TOC) meeting. Alternate Aguirre seconded the motion. **Approved 5-0.**
- **Old Business**
  - **Receive and File TOC Bylaws and Rules of Procedures (BOS approved 11/22/2016):** Alternate Aguirre moved to receive and file the TOC Bylaws and Rules of Procedures. Member Rohm seconded the motion. **Approved 5-0.**
- **New Business**
  - **Receive and File Treasurer's Monthly Investment Report for October, November and December:** Treasurer Freidenrich presented the highlights of these reports. There were no compliance exceptions or changes to the Approved Issuer List in October. The John Wayne Investment Fund was changed from a WAM of 60 days to a WAM of 90 days. In November there were no compliance exceptions and two changes to the Approved Issuer List; we added the Orange County Pension Obligation Bonds, 2017 Series A, and the Local Agency Investment Fund. There were no compliance exceptions or changes to the Approved Issuer List in December. Alternate Aguirre moved to receive and file these reports. Member Parisi seconded the motion. **Approved 5-0.**
  - **Receive and File Office of the Orange County Treasurer Compliance Audit for the Year Ended December 31, 2015:** Treasurer Freidenrich introduced Mr. Squires to report on the audit reports. Mr. Squires explained this is an annual audit required by the TOC and conducted by the Internal Audit (IA) Division. There were no material modifications and no instances of non-

*Mission: Ensure safe and timely receipt, deposit, collection and investment of public funds.*

compliance. Alternate West moved to receive and file this report. Member Parisi seconded the motion. **Approved 5-0.**

- **Receive and File Continuous Compliance Auditing of the Treasury Investment Portfolio for the Quarter ended September 30, 2016:** Mr. Squires explained the purpose of the summary and the type of information that can be found in it. There were no compliance deficiencies identified. Member Rohm moved to receive and file this report. Alternate West seconded the motion. **Approved 5-0.**
- **Receive and File December 2016 TOC Compliance Summary:** Treasurer Freidenrich explained the purpose of the summary and the type of information that can be found in it. There were no compliance incidents. Member Parisi moved to receive and file this report. Member Rohm seconded the motion. **Approved 5-0.**
- **Review and Approve 2016 TOC Annual Report:** Treasurer Freidenrich explained Government Code requires an oral and written report by the TOC and discussed the points identified in the report, and the major activities of the TOC in the past year. The report will be presented as a discussion item to the Board of Supervisors (BOS) for approval at the February 28, 2017 meeting. Alternate Aguirre moved to approve the 2016 TOC Annual Report with two changes: The Quarterly Review of the Statement of Assets Held by the County Treasury for the quarters ending March 31, 2015 should be 2016 and removed the word Board after TOC in the next sentence. Member Parisi seconded the motion. **Approved 5-0**

*Action Item: Alternate Aguirre will request this item be moved to the top of the discussion items on the BOS Agenda.*

- **Review Form 700 Filing:** Treasurer Freidenrich explained the requirements of the Form 700, which pertain directly to the TOC. The Clerk of the Board will send an email to all TOC members with the log on instructions for filing. Form 700 is due by April 1, 2017. Dean West will file an assuming report and all other TOC members will file an annual report.
- **Update on 2016 Annual Audit Request for Proposal Process (RFP):** Treasurer Freidenrich explained the timeline and general process including:
  - Compliance Audit is for the 2016 calendar year
  - TOC is responsible for causing the audit to happen
  - The cost of the audit is included in the Treasury Administrative Fee
  - The Audit contract will require BOS approval
- **Election of Chair:** Member Parisi moved to nominated Member Capata to continue as Chair. Alternate West seconded the motion. **Approved 4-0 (Chair Capata abstained).**
- **Election of Vice Chair:** Member Parisi moved to nominated Member Rohm as Vice Chair. Alternate Aguirre seconded the motion. **Approved 4-0 (Member Rohm abstained).**

Treasurer Freidenrich informed the TOC that Vice Chair Parisi's term is expiring in March, but she will serve until the BOS approve a new member. The application has been posted to the County website. The terms for Members' Capata and Rohm will be expiring this year, and they have both expressed interest in continuing.

*Action Item: Send the TOC the Application to Boards, Commissions and Committees*

- **Chair's Report:**
  - Chair Capata invited the members of the TOC to the February 28, 2017 Board of Supervisors meeting for the TOC 2016 Annual Report.

- **Treasurer's Report:**

- Treasurer Freidenrich reported on the following topics:
  - a. Update on possible training for TOC members
  - b. Update on recruitment and staffing changes
  - c. Handed out the Citizen's Report (PAFR)
  - d. Update on Tax Collections
  - e. Update on Online Timeshare Intervals' Tax Auction
  - f. Update on Presentations

*Action Items:*

1. *Send the TOC the dates for the CMTA and the CACTTC Conferences*
2. *Send the Asst. TTC recruitment flyer to the TOC*
3. *Send the link for CAFR to the TOC*

- **Public Comments:**

- Alternate West thanked Treasurer Freidenrich for TOC orientation.

- **Committee Member Comments:**

- There were no public comments made.

- **Adjournment:**

- Chair Capata adjourned the meeting at 4:20 p.m. to Wednesday, April 19, 2017, Auditor-Controller's Conference Room #300.