



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

TREASURY OVERSIGHT COMMITTEE MINUTES

Wednesday, January 25, 2012 at 3:00 p.m.
12 Civic Center Plaza, Conference Room 300, Santa Ana

1. Call to Order

- Vice Chair Jeffries called the meeting to order at 3:05 p.m.

2. Welcome

- Members present: Vice Chair George Jeffries, William Habermehl, Andy Dunn, Alternate Bob Franz, Alternate Shaun Skelly
- Members absent: Chair David Sundstrom, Thomas Mauk
- Other Alternates present: Wendy Benkert

3. Public Comments

- There were no public comments made.

4. Minutes

- Member Dunn moved to approve the minutes of the August 25, 2011 Treasury Oversight Committee meeting. Member Habermehl seconded the motion. **Approved 5-0.**
- Member Dunn moved to approve the minutes of the October 26, 2011 Treasury Oversight Committee meeting. Member Habermehl seconded the motion. **Approved 5-0.**

5. Old Business

- **2012 Investment Policy Statement:** Treasurer Freidenrich handed out the updated 2012 Investment Policy Statement and stated that it had been approved by the Board of Supervisors on January 10, 2012 with changes that excluded the LAIF section at the request of Supervisor Moorlach and that the Board be notified when new Voluntary Pool Participants were added, at the request of Supervisor Nguyen. Treasurer Freidenrich stated that the addition of LAIF will be looked at again in 2012. Member Habermehl moved to receive and file the 2012 Investment Policy Statement. Alternate Franz seconded the motion. **Approved 5-0.**
- **TOC By-laws and Rules of Procedure:** Treasurer Freidenrich presented the TOC By-laws and Rules of Procedure which were approved by the Board of Supervisors on January 10, 2012. Member Dunn moved to receive and file the By-laws and Rules of Procedure. Member Habermehl seconded the motion. **Approved 5-0.**

6. New Business

- **Treasurer's Monthly Investment Report for October, November & December:** Treasurer Freidenrich presented highlights of these reports. Member Habermehl moved to receive and file the reports. Alternate Franz seconded the motion. **Approved 5-0.**

- **Annual Treasury Oversight Committee Report to the Board:** Treasurer Freidenrich presented the draft Treasury Oversight Committee Report and highlighted the activities in 2011. Alternate Franz requested that non-compliance issues be listed along with what has been done to rectify them. Alternate Franz moved to approve the reports. Vice Chair Jeffries seconded the motion. **Approved 5-0.**
 - **Investment Portfolio Monitoring for August and September 2011:** Treasurer Freidenrich presented the Investment Portfolio Monitoring for August and September 2011. She stated that the reports will now be issued quarterly. Member Dunn moved to receive and file the reports. Alternate Franz seconded the motion. **Approved 5-0.**
 - **Audit of Treasury Cost Allocations to Pool Participants:** Treasurer Freidenrich presented the Audit of Treasury Cost Allocations to Pool Participants and highlighted the two main critical control weaknesses identified in the reports. She stated that the first weaknesses were in the Treasury Fee and that process had been modified to address the areas of weakness. She also stated that the second weakness related to Travel and Entertainment expenses. Treasurer Freidenrich stated that she has changed the department's travel and entertainment expense procedures which addressed the weaknesses. In addition, she stated that the Audit Report related to the County's Travel and Expense Procedures and that the CEO was addressing those weaknesses identified. Member Habermehl moved to receive and file the Audit of Treasury Cost Allocations to Pool Participants. Member Dunn seconded the motion. **Approved 5-0.**
 - **Form 700 Filing:** Treasurer Freidenrich presented information on Form 700 and the filing procedure. She stated that the form needed to be completed every year by April 1st and that the forms should be filed electronically with the Clerk of the Board or they could bring the form to the Clerk to file.
 - **Election of Chair:** Vice Chair Jeffries requested to be the new TOC Chair as this is his last term as a member. Member Dunn moved to nominate Vice Chair Jeffries as the new Chair. Alternate Franz seconded the motion. **Approved 5-0.**
 - **Election of Vice Chair:** Member Habermehl moved to nominate Member Dunn as the 2012 TOC Vice Chair. Alternate Franz seconded the motion. **Approved 5-0.**
7. **Chairman's Report:** There was no report from the Chair.
8. **Treasurer's Report:** Treasurer Freidenrich stated that Fixed Income Live Training was now available to the members who had requested it and requested feedback. She stated that the California Municipal's Treasurer's Association (CMTA) conference in 2013 will be in Anaheim, a Cash Handling Workshop was being offered by the office on February 9th and she reported that the State Board of Equalization now required the APN Number to be on State Tax Returns and that prior year property tax statements would be available online. Treasurer Freidenrich stated that her office would prepare a

Certificate of Appreciation to David Sundstrom to be presented at his reception on January 31, 2012. She asked that Vice Chair Jeffries make the presentation.

9. Public Comments

There were no public comments made.

10. Committee Member Comments

Member Habermehl invited all those in attendance to his annual "State of Education" on February 23, 2012.

- 11.** Vice Chair Jeffries adjourned the meeting at 4:32 p.m. to Wednesday, April 25, 2012, Auditor/Controller's Conf. Room #300.