



# Minutes

Audit Committee Meeting  
April 28, 2011, 9:00 A.M.  
ELC Board Room

**Board Attendees:** Octavio Verdeja (Board Chair); P. Morgan Hill (Audit Committee Chair),

**Staff Attendees:** Evelio Torres, Angelo Parrino, Mercy Castiglione, Jose Hernandez, Aileen Martinez, Leeana Pena, and Fred Hicks

<b>I. Welcome and Introductions</b> Chair	<b>Audit Committee</b>
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- P. Morgan Hill, Audit Committee Chair, called the meeting to order and welcomed everyone.

<b>II. Approval of Minutes</b>	<b>Audit Committee Chair</b>
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- Audit Chair, called for the approval of the meeting minutes for January 2011.
  - Motion to approve the minutes was made, seconded and passed unanimously.

<b>III. Internal Control Survey &amp; Risk Management Approach</b> Chair	<b>Audit Committee</b>
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Part of the Audit Committee's responsibilities is to review and give feedback and assistance to the staff on our internal controls. On each agenda there is an item that has to do with internal controls. We have an internal control survey that was prepared by AWI and each year the Coalition goes over that survey and answers the questions that we have to make sure that the Coalition has everything under control. There are over 100 elements to this survey. The Coalition is also responsible to go out to our sub-recipients to conduct this survey on an annual basis. We thought that we would take sections of this survey and present the ones that we feel we need some assistance with. In this particular meeting we will start with the Administrative portion of the survey. The administrative section was reviewed and discussed by the committee. Board Chair made some additional recommendations to strengthen the Coalition's internal control as it relates to payroll.

<b>IV. KPMG Audit Report</b> Chair	<b>Audit Committee</b>
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AWI is required to monitor the Coalition they contracted with KPMG to perform these services. What is unique about this monitoring is the actual monitoring period which is from March 2010 through January 2011. KPMG tested 45 samples; fourteen (14) contracts were selected, they tested seven (7) contracts. KPMG thought that we did a great job and the Coalition thought we did a great job as well.



III. Adjourn  
Chair

Audit Committee