



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



**TREASURY OVERSIGHT COMMITTEE
MEETING MINUTES**

Wednesday, October 28, 2021 at 3:00 p.m.
601 N. Ross Street, First Floor Conference Center
Santa Ana

ALISA BACKSTROM, Chair
FRANCINE SCINTO, Member
FRANK DAVIES, CPA, Member

RICHARD ROHM, CPA, Vice Chair
DR. AL MIJARES, Member

GARY CAPATA, CPA, Member
FRANK KIM, Member

- **Call to Order**

- Treasurer-Tax Collector, Shari Freidenrich called the meeting to order at 3:05 p.m.

- **Welcome and Introductions**

- **Members Present:** Alisa Backstrom, Richard Rohm, Gary Capata, Francine Scinto and Frank Davies
- **Designees Present:** Michelle Aguirre and Dean West
- **Members Absent:** Dr. Al Mijares and Frank Kim
- **Liaison Present:** Treasurer-Tax Collector Shari Freidenrich

- **Public Comments**

- None

- **Minutes**

- Designee West moved to approve the minutes of the July 22, 2021 TOC meeting. Member Scinto seconded the motion. **Approved 4-0-2.**

- **New Business**

- **Receive and File Treasurer's Monthly Investment Reports for July, August and September:** Treasurer Freidenrich presented the highlights of these reports. In July there was one compliance exception. There were no changes to the Approved Issuer's List. In August, there were no compliance exceptions and there were two audit reports issued. In September there were no compliance exceptions. There was one temporary transfer and one audit report was issued. The TOC received and filed the Treasurer's Monthly Investment Reports for July, August and September.
- **Receive and File September 2021 TOC Compliance Summary:** Treasurer Freidenrich explained the purpose of the summary and the type of information that can be found in this report. The Annual Compliance Audit for June 30, 2020 is in progress. The Quarterly Compliance Monitoring for the quarter ending June 30, 2021 is in progress. The Annual Statement of Assets Audit for June 30, 2020 is complete. The Quarterly statement of Assets Review as of June 30, 2021 is in progress. The Investment Administration Fee for FY 17-18, 18-19, 19-20 and 20-21 are in progress. The Annual Broker/Dealer review for 2020 is in progress. The TOC received and filed the September 2021 TOC Compliance Summary.
- **Receive and File the Agreed-Upon Procedures Related to Investment Compliance Fiscal Year Ended June 30, 2019:** Treasurer Freidenrich explained the purpose and type of information that can be found in this report. The report was issued on September 23, 2021. There was one exception noted that resulted when the withdrawal analysis approval for one voluntary pool participants transaction was not signed by the County Treasurer or designee. Internal procedures have now been put in place for Voluntary Participant withdrawal process to require signed approvals before processing withdrawals. The TOC received and filed the Agreed-Upon Procedures Related to Investment Compliance Fiscal Year Ended June 30, 2019.
- **Receive and File the Agreed-Upon Procedures Related to Investment Compliance Fiscal Year Ended June 30, 2020:** Treasurer Freidenrich explained the purpose and type of information that can be found in this report. The report was issued on October 12, 2021 and there were no instances of non-compliance. The TOC received and filed the Agreed-Upon Procedures Related to Investment Compliance Fiscal Year Ended June 30, 2019.

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

- **Receive and File Compliance Monitoring of the Treasurer’s Investment Portfolio for the Quarter Ended March 31, 2021:** Treasurer Freidenrich explained the purpose and type of information that can be found in it. The report was issued on August 31, 2021 and there were no instances of non-compliance identified. The TOC received and filed the Compliance Monitoring of the Treasurer’s Investment Portfolio for the Quarter Ended March 31, 2021.
- **Receive and File the Review of the Schedule of Assets Held by the County Treasurer as of March 31, 2021:** Treasurer Freidenrich explained the purpose and type of information that can be found in it. The report was issued August 12, 2021, there were no instances of non-compliance identified. The TOC received and filed the Review of the Schedule of Assets Held by the County Treasury as of March 31, 2021.
- **Review and Approve Bylaws and Rules of Procedures:** Treasurer Freidenrich explained that as part of the TOC Bylaws, the committee is required to review these annually. The Board of Supervisors has approved a new template for the Bylaws template for all committees. County Counsel, Mr. Magsaysay, reviewed the key changes with the committee. Chair Backstrom moved and Designee Aguirre seconded the motion to approve the Bylaws and Rules of Procedures with the following changes and any additional non-substantive changes:
 - Rule 6, Section A: Add a designee for the Auditor Controller
 - Rule 9: Add the two – three year terms member terms
- **Review Investment Policy Statement:** Treasurer Freidenrich explained it is required by the current Investment Policy Statement (IPS), any changes to the IPS must be reviewed and approved by the Board at a public meeting after being reviewed by the Treasury Oversight Committee (TOC). Treasurer Freidenrich noted that County Counsel, Mr. Magsaysay had reviewed the proposed changes. The Treasurer indicated that the proposed changes are primarily related to the Performance Audit.
- **Review Irregularity Procedures:** Treasurer Freidenrich stated there are no changes to the policy and we did not receive any notice of irregularities this year. The TOC did not request any changes.
- **Receive and File Office of the Treasurer Broker-Dealer / Financial Institution List as of 9/30/2021:** Treasurer Freidenrich explained that this is a list of all Broker-Dealers, banks and mutual funds companies that the Treasurer-Tax Collector contracts with. There are no changes to this List from the prior year. The TOC received and filed the Treasurer-Broker Dealer / Financial Institution List as of 9/30/2021.
- **Review Annual Certificate of Compliance:** Treasurer Freidenrich reminded the committee that these are required to be signed and submitted annually. Certificates will be sent out by email to members and designees.
 - Action Item: Certificates of Compliance
- **Chair's Report:** No report
- **Treasurer's Report:**
 - Treasurer Freidenrich reported on the following topics:
 1. TOC Vacancies
 2. Staffing Update
 3. Investment accounting software upgrade
 4. OCIT Transition
 5. Performance Audit
 6. Internal Audit Training
 - Action Item: Assistant Treasurer-Tax Collector, Mr. Kim will inquire about TOC members participating in this training
 7. Property Tax Collection Statistics
 8. New Pool Participants
- **Committee Member Comments:**
 - No Comments
- **Adjournment:**
 - Chair Backstrom adjourned the meeting at 5:25 p.m. to Wednesday, January 26, 2022, 601 N. Ross St., First Floor Room 103 & 105.