



SAN BENITO COUNTY

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San Benito County
Workforce Investment Board (WIB)
Audit/Evaluation Committee
September 3, 2009, 3:45-4:30 p.m.
Notes

Present: Esequiel Arrizon, Kendra Bobsin, Mary Damm, Soila Rojas

Absent: Kay Gibson, Brenda Weatherly

Staff: Enrique Arreola, Sylvia Jacquez

Agenda Items:

1. **Welcome :** Enrique Arreola called the meeting to order at 3:45 P.M.
2. **Audit/Evaluation Committee Roles:** Enrique Arreola explained that the roles and responsibilities of WIB committees were reviewed at the recent WIB orientation and that discussion sparked follow-up.
 - A. **Review the Roles of the Audit/Evaluation Committee:** Enrique distributed a PowerPoint outline of the Audit/Evaluation Committee Roles & Responsibilities and proceeded to give an overview for the members present so that they could better understand their role and responsibilities.
3. **Audit/Evaluation Committee Goals:** Audit/Evaluation Committee members discussed the committee roles, expectations, identified the goals for this year and determined how often to meet. Sylvia Jacquez explained that in the past the Audit/Evaluation Committee met periodically to review a more detailed expenditure report and provided input as appropriate. Discussed meeting once a year so the Fiscal Department can explain the expenditures.
 - A. **Monitoring Mechanism:** Enrique Arreola provided an example of an area which was out of compliance on an Audit/Monitoring Report. Discussed was having the Audit/Evaluation Committee review the Monitoring Report and make recommendations/set policy for corrections measures.
4. **Other Information**

The meeting adjourned at 4:10 P.M.

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