

FINAL MINUTES
Measure Q Expenditure Oversight Committee
November 16, 2016
Meeting 16-03



CALL MEETING TO ORDER / ROLL CALL	Committee Chair Jeff Micko called the meeting of the Santa Clara Valley Open Space Authority (Authority) Measure Q Expenditure Oversight Committee to order at the Administration Office, 6980 Santa Teresa Blvd. Suite 100, San Jose, California.
Committee Members Present	Chris Kangas, Susan Skorey, Frank Cancilla, Marilyn Rodgers, Jeff Micko, Hugh Graham
Committee Members Absent	William Kirkpatrick
Authority Staff Present	Lauren Monack, Director of Administration and Finance Kellie Guerra, Clerk of the Board Justina Tien, Accounting and Financial Analyst
PUBLIC PRESENTATIONS	None
WRITTEN COMMUNICATIONS	None
NEW BUSINESS	<p>1. Presentation of FY 2015/2016 Measure Q Independent Audit Report Prepared by Chavan and Associates</p> <p>Director of Administration and Finance Lauren Monack introduced the Item. She introduced the Authority’s independent Auditor, Sheldon Chavan, who was present at the meeting, and reported that the Board had accepted the FY 2015/2016 Measure Q Independent Audit Report, prepared by Chavan and Associates, at their last meeting. Ms. Monack explained the reporting process as mandated by the Measure Q Expenditure Plan, and gave the Committee an overview of what information they would receive to utilize in preparation of the required Annual Measure Q Expenditure Oversight Report.</p> <p>Ms. Monack welcomed Sheldon Chavan, who provided his professional and educational background and a brief overview of the Measure Q Independent Audit. He led the Committee through a review of various sections of the Audit.</p>

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Committee discussion ensued.

Ms. Monack and Justina Tien, Accounting and Financial Analyst, provided the Committee with line item expenditure details for a clearer understanding of the Audit.

Additional Committee discussion ensued.

2. Discussion of Reporting Requirements for the Measure Q Expenditure Oversight Committee and Upcoming Schedule

Ms. Monack introduced the Item. She discussed deadlines for the annual report, and how the timing of completion of the report will be utilized to inform the development of the Authority's future Budget and Work Plan process. She reviewed a potential schedule of future meetings that would be required to complete the Annual Report.

Committee discussion ensued.

**INFORMATIONAL
REPORTS**

None

ADJOURNMENT

At 7:31, Mr. Micko adjourned the meeting.

Respectfully submitted by
Kellie Guerra, Clerk of the Board