

REGULAR MEETING MINUTES



Date: 10/19/2023
Time: 5:30 p.m.
Location: Teleconference and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Commissioner Hill called the meeting to order at 5:30 p.m.

B. Roll Call

Present: Bramlett, Hill, Leroux, Prohaska
Absent: Dey, Normington, Wong
Staff: Administrative Services Director Brittany Mello, Interim Finance and Budget Manager Rani Singh, Senior Accountant Ying Chen, Management Analyst II Adrian Patino

C. Public Comment

None.

D. Presentations and Proclamations

D1. Presentation: Overview of the audit process by The Pun Group LLP (Attachment)

Pun Group LLP Partner representative Coley Delaney made the presentation.

E. Regular Business

E1. Accept the Finance and Audit Commission minutes for July 20 and September 7, 2023 (Attachment)

Management Analyst Adrian Patino introduced the item.

ACTION: Motion and second (Leroux/ Prohaska) to approve the July 20 and September 7, 2023 minutes, passed 4-0 (Dey, Normington, and Wong absent).

E2. Review the approved 2023-24 work plan and consider forming subcommittees (Attachment)

Administrative Services Director Brittany Mello introduced the item.

The Commission discussed the approved 2023-24 work plan, commissioner interests, and subcommittee structure.

ACTION: Motion and second (Leroux/ Bramlett) to form the following subcommittees and select members:

- Alternative Revenue Sources Subcommittee (Leroux, Bramlett, Prohaska)
- Financial Benchmarks Subcommittee (Leroux, Bramlett)
- Successor Agency Debt Subcommittee (Hill, Prohaska)

passed 4-0 (Dey, Normington, and Wong absent).

F. Commissioner Reports

- F1. Update on OpenGov transparency portal improvements and community training

The Commission continued this item to a future meeting.

G. Adjournment

Commissioner Hill adjourned the meeting at 6:32 p.m.

Adrian Patino, Management Analyst II

Minutes approved at the January 18, 2024 Finance and Audit Commission meeting