



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



**TREASURY OVERSIGHT COMMITTEE  
SPECIAL MEETING MINUTES**

Wednesday, January 30, 2019 at 3:00 p.m.  
12 Civic Center Plaza, Conference Room 300, Santa Ana

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<b>RICHARD ROHM</b> , Chair	<b>LAURA PARISI</b> , Vice Chair	<b>GARY CAPATA</b> , Member
<b>ALISA CUTCHEN</b> , Member	<b>DR. AL MIJARES</b> , Member	<b>FRANK KIM</b> , Member
<b>ERIC WOOLERY</b> , Member		

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- **Call to Order**
  - Chair Rohm called the meeting to order at 3:01 p.m.
- **Welcome and Introductions**
  - **Members Present:** Richard Rohm, Gary Capata, Laura Parisi and Alisa Cutchen
  - **Designees Present:** JC Squires, Dean West and Michelle Aguirre
  - **Members Absent:** Frank Kim, Dr. Al Mijares and Eric Woolery
  - **Liaison Present:** Treasurer-Tax Collector Shari Freidenrich
- **Public Comments**
  - None
- **Minutes**
  - Member Parisi moved to approve the minutes of the July 18, 2018 TOC meeting. Member Capata seconded the motion. **Approved 5-0.**
- **Minutes**
  - Member Capata moved to approve the minutes of the November 19, 2018 TOC special meeting with one correction; designee Michelle Aguirre was present at the meeting. Member Parisi seconded the motion. **Approved 5-0.**

Designee Dean West joined the meeting at 3:08 PM and Member Cutchen joined the meeting at 3:09 PM.

- **New Business**
  - **Receive and File Treasurer's Monthly Investment Reports for July, August, September, October, November and December:** Treasurer Freidenrich presented the highlights of these reports. In July there were two compliance exceptions related to WAM that were self-identified and six changes to the Approved Issuer List; Placed Walmart on hold, removed Orange County Pension Obligation Bonds that matured and Moody's upgraded two issuers they had on hold. In August there were no compliance exceptions and no changes to the Approved Issuer List. In September there were no compliance exceptions and two changes to the Approved Issuer List, Moody's downgraded two issuers. In October there were no compliance exceptions and one report issued. In November there were no compliance exceptions and one change to the Approved Issuer List, we added the Orange County Pension Obligation Bonds, 2019 Series. In December there were no compliance exceptions, no changes to the Approved Issuer List and one report issued. One report on the agenda was identified in error and will be moved to the April 2019 TOC meeting. Member Parisi moved to receive and file these reports. Member Capata seconded the motion. **Approved 7-0.**
  - **Receive and File September and December 2018 TOC Compliance Summaries:** Treasurer Freidenrich explained the purpose of the summaries and the type of information that can be found in them. We are in the process of wrapping up the 18-month MGO audit. The Statement of Assets is in

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review and the Investment Administration Fee for 2014-15 and 2015-16 is nearing of completion. The annual broker-dealer review is in progress and the Board approved the 2019 Investment policy Statement in December. We are tracking attendance at the TOC meetings for future Board review. Designee Aguirre moved to receive and file the reports. Designee West seconded the motion. **Approved 7-0.**

- **Receive and File Report on Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended June 30, 2018:** Mr. Walker explained the purpose and type of information that can be found in it. There were no material modifications identified. Member Capata moved to receive and file the report. Member Parisi seconded the motion. **Approved 7-0.**
- **Receive and File Report on Review of the Schedule of Assets Held by the County Treasury as of March 31, 2018:** Mr. Walker explained this is an annual audit mandated by Government Code. There were no material modifications. Designee Squires moved to receive and file this report. Designee Aguirre seconded the motion. **Approved 7-0.**
- **Review and Approve 2018 TOC Annual Report:** Treasurer Freidenrich explained Government Code requires an oral and written report by the TOC and discussed the points identified in the report and the major activities of the TOC in the past year. The report will be presented as a discussion item at the March 12, 2019 Board of Supervisor's meeting. Member Capata moved to approve the 2018 TOC Annual Report with additional wording regarding the First Follow-Up Audit Management Letter that will be provided in the January 2019 Monthly Investment Report. Member Parisi seconded the motion. **Approved 7-0.**
- **Receive and File Office of the Treasurer Broker-Dealer / Financial Institution List as of 9/30/18:** Treasurer Freidenrich noted that this is a list of all Broker-Dealers, banks and money market mutual funds that the Treasurer-Tax Collector contracts with. Designee Aguirre moved to receive and file this list. Designee Squires seconded the motion. **Approved 7-0.**
- **Review Annual Certificate of Compliance:** All members and designees are in compliance for 2019.
- **Review AB1234 Mandatory Ethics Training Requirements:** Government Code requires all TOC members complete the mandatory training. All members and designees are in compliance for 2018.
- **Review Form 700 Filing:** Treasurer Freidenrich explained the requirements of the Form 700, which pertain directly to the TOC. The Clerk of the Board will send an email to all TOC members with the log on instructions for filing. Form 700 is due by April 1, 2019.
- **Election of Chair:** Member Capata moved to nominate Richard Rohm as Chair. Designee Squires seconded the motion. **Approved 7-0.**
- **Election of Vice Chair:** Member Capata moved to nominate Laura Parisi as Vice Chair. Designee Squires seconded the motion. **Approved 7-0.**
- **Chair's Report:**  
No Report
- **Treasurer's Report:**
  - Treasurer Freidenrich reported on the following topics:
    1. Follow-up Report will be included in the December Investment Report
    2. Update on Finance Manager recruitment
    3. Temporary Transfer Program going to Board in March
    4. Pool Structure under review
    5. Upcoming GFOA, CMTA and CACTTC training
    6. 2019 TOC meeting calendar emailed to committee
    7. Software upgrade still in progress

8. Building 16 schedule update
9. Collected cash from inactive brokerage account
10. Update on property tax collection
11. Second secured property tax installment due 2/1/2019
12. Tax Auction scheduled for March

- **Committee Member Comments:**

- No comments

- **Adjournment:**

- Chair Rohm adjourned the meeting at 4:15 p.m. to Wednesday, April 24, 2019 Auditor-Controller's Conference Room #300.