



City of Santa Clara

Meeting Minutes

Audit Committee

11/15/2023

3:00 PM

Hybrid Meeting
Council Conference Room/Virtual
City Hall - East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Audit Committee meetings in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: <https://santaclaraca.zoom.us/j/99199624617>

Webinar ID: 991 9962 4617

Or join by phone:

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CALL TO ORDER AND ROLL CALL

Chair Park was absent so **Member Jain** was the Sub-Chair for this meeting.

Sub-Chair Jain called the meeting to order at 3:01 PM.

Present 2 - Member Kathy Watanabe, and Member Suds Jain

Absent 1 - Chair Kevin Park

CONSENT CALENDAR

1. [23-1289](#) Audit Committee Minutes

Recommendation: Approve the Audit Committee minutes of June 28, 2023.

A motion was made by Member Watanabe, seconded by Member/Sub-Chair Jain, to approve the Audit Committee Minutes of June 28, 2023.

Aye: 2 - Member Watanabe, and Member Jain

Absent: 1 - Chair Park

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. [23-1268](#) Action to Accept Report of Whistleblower Hotline Activity as of September 30, 2023

Recommendation: Accept the report on the Whistleblower Hotline activity as of September 30, 2023.

Audit Manager, David Noce gave a presentation.

Committee Members' questions and comments followed.

Audit Manager, David Noce addressed the Committee Members' questions.

A motion was made by Member Watanabe, seconded by Member/Sub-Chair Jain, to accept the report on the Whistleblower Hotline activity as of September 30, 2023.

Aye: 2 - Member Watanabe, and Member Jain

Absent: 1 - Chair Park

3. [23-1283](#) Action to Accept Audit Work Plan Status Update Report as of September 30, 2023

Recommendation: Accept the City Auditor's Office Work Plan Status Update Report as of September 30, 2023 and recommend the report be forwarded to the full City Council for note and file at a future Council and Authorities Concurrent meeting.

Audit Manager, David Noce gave a presentation.

Committee Members' questions and comments followed.

Audit Manager Noce addressed the Committee Members' questions.

Member/Sub-Chair Jain asked for an update on the estimated hours required by Baker Tilly to perform the work. **Audit Manager Noce** to follow up with this question later after he reviews the invoices from Baker Tilly.

A motion was made by Member Watanabe, seconded by Member/Sub-Chair Jain, to accept the City Auditor's Office Work Plan Status Update Report as of September 30, 2023 and recommend the report be forwarded to the full City Council for note and file at a future Council and Authorities Concurrent meeting.

ADJOURNMENT

Sub-Chair Jain adjourned the meeting at 3:47 PM.

The next scheduled meeting is on Monday, November 27, 2023 in the Council Conference Room.

MEETING DISCLOSURES

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If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

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