



SVHCD AUDIT COMMITTEE

AGENDA

Thursday, August 29, 2024

6:00 p.m.

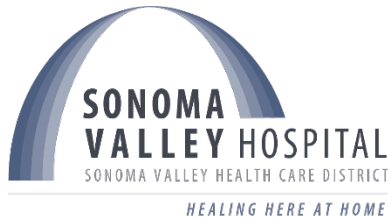
**To Be Held in Person at
 Sonoma Valley Hospital, 347 Andrieux Street
 Administrative Conference Room
 Sonoma, CA 95476
 and Via Zoom Videoconference**

To Participate via Zoom Videoconferencing,
 use the link below:

<https://sonomavalleyhospital-org.zoom.us/j/96444502544>

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 +16692192599,,96444502544# US
 +16699009128,,96444502544# US

<p>In compliance with the Americans Disabilities Act, if you require special accommodations to participate in a District meeting, please contact Board Clerk, Whitney Reese at wreese@sonomavalleyhospital.org or (707) 935.5005 at least 48 hours prior to the meeting.</p>		
<p>AGENDA ITEM</p>	<p>RECOMMENDATION</p>	
<p>MISSION STATEMENT <i>The mission of the SVHCD is to maintain, improve, and restore the health of everyone in our community.</i></p>		
<p>1. CALL TO ORDER/ANNOUNCEMENTS</p>	<p><i>Boerum</i></p>	
<p>2. PUBLIC COMMENT SECTION <i>At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Committee at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Committee consideration.</i></p>	<p><i>Boerum</i></p>	
<p>3. CONSENT CALENDAR a. Audit Committee Minutes 03.19.24 b. Audit Committee Charter (formatting revision)</p>	<p><i>Boerum</i></p>	<p>Action</p>
<p>4. AUDIT PROJECT UPDATE BY MOSS ADAMS</p>	<p><i>Chris Pritchard</i></p>	<p>Inform</p>
<p>3. ADJOURN</p>	<p><i>Boerum</i></p>	



SVHCD AUDIT COMMITTEE MEETING

MINUTES

TUESDAY, MARCH 19, 2024 4:00 PM

In Person at Sonoma Valley Hospital

347 Andrieux Street

Administration Conference Room

and Via Zoom Teleconference

Present	Excused	Staff	Public
Bill Boerum Dennis Bloch Art Grandy Wendy Lee Myatt		Ben Armfield, CFO Lois Fruzynski, Accounting Manager Whitney Reese, Board Clerk	
AGENDA ITEM	DISCUSSION		ACTIONS
MISSION & VISION STATEMENT <i>The mission of SVHCD is to maintain, improve and restore the health of everyone in our community.</i>			
1. CALL TO ORDER/ANNOUNCEMENTS	<i>Boerum</i>		
	Called to order at 4:00 pm.		
2. PUBLIC COMMENT SECTION	<i>Boerum</i>		
	None		
3. CONSENT CALENDAR	<i>Boerum</i>		
Minutes 11.08.23			MOTION: by Bloch to approve, 2 nd by Grandy. All in favor.
4. RECOMMEND FIRM FOR EXTERNAL FINANCIAL AUDIT	<i>Armfield</i>		
	Armfield presented bids and recommendation from three firms – Moss Adams LLP, Wipfli LLP, and Armanino LLP. Evaluation for the bids involved analyzing the service contracts, focusing on fees, expertise, and value, particularly in the healthcare sector. Moss Adams was recommended and ultimately selected for their strong industry expertise and local presence.		MOTION: Accept Armfield’s recommendation by Bloch to approve, 2 nd by Grandy. All in favor.
5. ADJOURN	<i>Boerum</i>		
	Meeting adjourned at 4:23 pm		



SUBJECT: Audit Committee Charter

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REVISED: 03.19.24

EFFECTIVE: 06.06.24

PURPOSE:

The purpose of the Audit Committee (“AC”) of Sonoma Valley Health Care District (“SVHCD”) is to assist the District Board of Directors (“BOD”) in its annual audit process. Subject to the ultimate authority of the BOD, the AC shall select, engage and oversee SVHCD’s outside auditor and approve and oversee all audit services provided by SVHCD’s outside auditor.

RESPONSIBILITIES:

Subject to the ultimate authority of the BOD, the AC shall:

- Recommend the appointment and compensation of the independent auditor and provide oversight of the annual financial audit process. The independent auditor shall report directly to the AC.
- Establish policies and procedures for the review and pre-approval by the AC of all auditing services.
- Review and discuss with the independent auditor: (a) its audit plans and audit procedures, including the scope, fees and timing of the audit; (b) the results of the annual audit examination; and (c) the annual financial statements audited by the independent auditor.
- Review the annual financial audit with management and determine whether to recommend the acceptance of the audit to the BOD.
- Review with the independent auditor its judgment as to the quality, and not just the acceptability, of SVHCD’s accounting practices and internal controls, and such other matters as are required to be discussed with the AC under generally accepted auditing standards.
- Review with the independent auditor and management any changes or improvements in financial or accounting practices that are necessary or desirable, and the extent to which any changes or improvements previously approved by the AC have been implemented.
- Review with the independent auditor any audit problems or difficulties and management’s response to these issues.
- Oversee the resolution of any disputes between management and the independent auditor if and when such disputes arise.



SUBJECT: Audit Committee Charter

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REVISED: 03.19.24

EFFECTIVE: 06.06.24

Rules

Charter Review:	Will be reviewed/revised annually. Changes will be submitted to the BOD for approval.
Authority to Act:	In compliance with the Charter and as directed by Executive Leadership and the BOD
Meeting Schedule:	At least two meetings per year. Meetings may be held at irregular intervals.
Voting Members:	The AC shall have three voting members. <ul style="list-style-type: none">• Two BOD members (BOD Chair & BOD Treasurer)<ul style="list-style-type: none">○ One of whom shall be the AC chair, the other the vice-chair• Two members of the public.
Quorum Requirement:	Half plus one member present.
Chair:	The BOD Chair shall serve as Chair of the AC, unless the BOD specifically acts to delegate otherwise.
Composition:	Voting Committee Members, Presenters, Sonoma Valley Hospital CEO and Sonoma Valley Hospital CFO.

AC Membership

The AC's membership is subject to the Approval of the BOD. The BOD shall recruit members of the AC that are representative of the diverse constituencies of SVHCD.

Public Participation

All AC meetings shall be announced and conducted pursuant to the Brown Act. The general public, patients, and their families and friends, Medical and SVH Staff are always welcome to attend and provide input. Other BOD members may attend but only as "observers" as defined in the Brown Act.