

**Ventura County Medi-Cal Managed Care Commission (VCMCC)
dba Gold Coast Health Plan (GCHP)
Audit Committee**

Special Meeting

Thursday, September 1, 2016 – 3:30 p.m.

Bell Canyon Conference Room at Gold Coast Health Plan

770 E. Daily Drive, 2nd Floor, Camarillo, CA 93010

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

The public has the opportunity to address Ventura County Medi-Cal Managed Care Commission (VCMCC) doing business as Gold Coast Health Plan (GCHP) on the agenda. Persons wishing to address VCMCC should complete and submit a Speaker Card.

Persons wishing to address VCMCC are limited to three minutes. Comments regarding items not on the agenda must be within the subject matter jurisdiction of the Commission.

CONSENT CALENDAR

- 1. Approval of the Audit Committee Meeting Regular Minutes of January 7, 2016.**

Staff: Interim Clerk of the Board

RECOMMENDATION: Approve the minutes.

FORMAL ACTION ITEMS

- 2. Consider Reducing the Required Meetings in the Audit Committee Charter to Twice a Year**

Staff: Patricia Mowlavi, Chief Financial Officer

RECOMMENDATION: Approve reducing the required meetings in the Audit Committee Charter to twice a year and forward to the Ventura County Medi-Cal Managed Care Commission for approval.

REPORTS

3. Chief Financial Officer Update

Staff: Patricia Mowlavi, Chief Financial Officer

RECOMMENDATION: Accept and file report.

4. Internal Audit Report – Human Resources and Payroll

Staff: Patricia Mowlavi, Chief Financial Officer

RECOMMENDATION: Accept and file report.

ADJOURNMENT

Administrative Reports relating to this agenda are available at 711 East Daily Drive, Suite #106, Camarillo, California, during normal business hours and on <http://goldcoasthealthplan.org>. Materials related to an agenda item submitted to the Committee after distribution of the agenda packet are available for public review during normal business hours at the office of the Clerk of the Board.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact (805) 437-5512. Notification for accommodation must be made by Monday, prior to the meeting by 3 p.m. will enable the Clerk of the Board to make reasonable arrangements for accessibility to this meeting.

This agenda was posted on Saturday, August 27, 2016, at 12:00 p.m. at the Gold Coast Health Plan Notice Board and on its website.

4.0 CONCLUSION

Based on the work performed, except for the items noted above, it is concluded that internal controls over Human Resources and Payroll are adequately designed and operating effectively for the scope and period under review.

5.0 OPEN ITEMS TO BE REVIEWED (FY 16-17)

5.1 AMENDED CONTRACTS/ CHANGE ORDERS

No amended contracts were related to Human Resources in FY 2016. Next review will cover the FY 2017 period.

No change orders for the vendor Healthcare Talent were processed in FY 2016. Next review will cover the FY 2017 period.

5.2 PERFORMANCE REVIEWS

It was noted per my meeting with Human Resources; merit reviews will not occur during FY 2016. The next round of merit reviews for employees are scheduled to take place in Oct. 2016 (FY 2017).

5.3 TIMECARD EXCEPTION FORMS

It was noted, the control activity for time exception forms did not go into effect until 1/1/2016 (Q3 FY 2016) which is 6 months into period scope of the review. This control will be reviewed during the year-end of FY 2016.

6.0 APPENDICES

Details of the items noted in this report are available to the report recipients upon request.