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Date: November 3, 2017

TO: MEMBERS, AUDIT COMMITTEE

I. AGENDA ITEM # AND TITLE	Open Agenda Item 3c – Consent Calendar: Review and Approval of 2018 Audit Committee Agenda Items
II. NAME AND PROGRAM:	Hilda Padua, Board Liaison
III. ACTIVITY:	<input type="checkbox"/> Informational <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Action Proposed <input type="checkbox"/> Exploratory
IV. JUSTIFICATION:	<input checked="" type="checkbox"/> Standard/Required Item <input type="checkbox"/> Board Request – New Item <input type="checkbox"/> New Topic from Staff

V. EXECUTIVE SUMMARY:

It is a useful practice to construct a board agenda for the year ahead (annual calendar) indicating the substantive items to be addressed for each meeting, yet providing flexibility to consider other issues as they arise.

Part of the Board process is to set-up the annual calendar of agenda items for Board and Committee meetings, to be presented and approved at every November meeting.

Normally the four meetings are set for February, May, August and November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2018 the first meeting is February.

VI. ANALYSIS:

The annual agenda provides a useful starting point to ensure that all the standing items and key issues will be covered throughout the year, and leaves room for ongoing changes and flexibility. Moreover, it indicates when each key topic is coming up for discussion, which can be used in the preparation of Board information.

As the year progresses, and the annual agenda is translated into a series of meeting agendas, the annual agenda should be reviewed and appropriate modifications should be made to ensure that the individual agendas are as useful as possible.

VII. RECOMMENDATION:

To approve the attached Audit Committee 2018 agenda items as presented.

2018 Audit Committee Substantive Agenda Items				
<u>Standing Items</u>	Feb	May	Aug	Nov
Report of External Auditor	X	X	X	X
Report on Completed Audits	X	X	X	X
Quarterly Internal Audit Report	X	X	X	X
Update on Personnel Investigations	X	X	X	X
Update on Pension and Other Post Employment Benefits (OPEB) - if needed	X	X	X	X
Special Investigation Unit Update (one-way communication, unless presentation is requested)	X	X	X	X
Audit Considerations Related to the Strategic Plan	X	X	X	X
Report to the Board	X	X	X	X
<u>Audit Topics</u>	Feb	May	Aug	Nov
Model Audit Rule (MAR)	X	X		X
Review of Internal Audit Charter and Compliance with International Internal Audit Standards		X		
Review of Audit Committee Charter		X		
Review and Approval of Revised Internal Audit Plan			X	
Review and Approval of 2018-2020 Audit Plan				X
Ratification of Engagement of External Auditor for 2019 Audit			X	
Report of External Auditor: 2018 Audit Plan				X
Enterprise Risk Management		X		X
Review and Approval of 2019 Audit Committee Agenda and Schedule				X
Cyber Risk presentation	X			
Total Substantive Items	10	12	10	13
<i>Note: Normally the 4 meetings are set for February, May, August & November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2018 the first meeting is in February.</i>				