



WASHOE COUNTY

Integrity Communication Service
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CM/ACM	<u>✓</u>
Finance	<u>✓</u>
DA	<u>✓</u>
Risk Mgt	<u>n/a</u>
HR	<u>n/a</u>
Other	<u>n/a</u>

STAFF REPORT

BOARD MEETING DATE: February 28, 2017

DATE: Tuesday, February 14, 2017

TO: Board of County Commissioners

FROM: Alison A. Gordon, CPA, CFE, Internal Audit Manager
775-328-2064, agordon@washoecounty.us

THROUGH: John Slaughter, County Manager

SUBJECT: Possible action to approve an appointment of Barbara Kinnison to the Washoe County Audit Committee to fill a one-year term beginning January 1, 2017 and ending December 31, 2017. (All Commission Districts)

SUMMARY

Recruitment for citizen volunteers to serve at-large on the Washoe County Audit Committee was published on the Washoe County website during December 2016 due to a member resigning from the Audit Committee. Mr. Keith Romwall, who has been on the Washoe County Audit Committee over the last 12 years, resigned effective January 1, 2017. Obtaining citizen volunteers to serve on the Audit Committee has traditionally been difficult to fill. After Mr. Romwall's resignation, staff began a search for a citizen volunteer replacement.

The Audit Committee Charter states the first appointment of this position is a one year term. Therefore this appointment would begin January 1, 2017 and run through December 31, 2017. The Charter also states re-appointment is necessary at the end of the term and subsequent terms of service occur over two-year terms.

Washoe County Strategic Objective supported by this item: Stewardship of our Community

PREVIOUS ACTION

January 13, 2015 - Re-appointment of Mr. Keith Romwall to the Washoe County Audit Committee for the term commencing January 1, 2015 and expiring on December 31, 2016.

January 8, 2013 – Re-appointment of Mr. Keith Romwall to the Washoe County Audit Committee for the term commencing January 1, 2013 and expiring on December 31, 2014.

September 27, 2011 – Retroactive re-appointment of Mr. Keith Romwall to the Washoe County Audit Committee for the term commencing January 1, 2011 and expiring on December 31, 2012.

AGENDA ITEM # 5.5.1.

January 13, 2009 – Re-appointed Mr. Ron Nicholson and Mr. Keith Romwall to the Washoe County Audit Committee for the term commencing January 1, 2009 and expiring on December 31, 2010 and retroactively re-appointed Mr. Tim Chu to the Washoe County Audit Committee for the term commencing July 1, 2008 and expiring on June 30, 2010.

January 23, 2007 – Re-appointed Mr. Ron Nicholson and Mr. Keith Romwall to the Washoe County Audit Committee for the term commencing January 1, 2007 and expiring on December 31, 2008.

November 16, 2004 – The Washoe County Commission appointed Ron Nicholson and Keith Romwall as At-large members of the Washoe County Audit Committee.

BACKGROUND

Washoe County Code Section 15.545 provides for the establishment of an Audit Committee consisting of at least three voting members and one non-voting advisory member that are appointed by the Board of County Commissioners.

A number of applications were received and reviewed for this position resulting in the four most qualified applicants, including Barbara Kinnison, Piera Mburia, Jennifer Salisbury and Rosemary Geary. Based on a review of these applications, staff recommends Barbara Kinnison fill this position on the Audit Committee due to her government work experienced, as well as her certification as a CPA.

The Audit Committee applications for all four candidates are included as Attachment A to this staff report.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

It is recommended that the Board approve the appointment of Ms. Barbara Kinnison to the Washoe County Audit Committee to fill a term beginning January 1, 2017, through December 31, 2017.

POSSIBLE MOTION

Should the Board agree to appoint Ms. Barbara Kinnison to the Washoe County Audit Committee a possible motion would be: “Move to approve the appointment of Ms. Barbara Kinnison as a member of the Washoe County Audit Committee to fill a term beginning on January 1, 2017 and ending on December 31, 2017.

Attachment A – Washoe County Audit Committee Applications

cc: Dave Stark, Audit Committee Member (e-mail)
Elaine Alexander, Audit Committee Member (e-mail)
Barbara Kinnison (e-mail)

Attachment A

Gordon, Alison

From: Bkinnison@sbcglobal.net
Sent: Thursday, December 15, 2016 11:00 AM
To: WEBTEAM; Gordon, Alison
Subject: VOLUNTEER APPLICATION: Audit Committee

Application for Audit Committee

Additional Information:

Personal Information

Salutation
Mrs
First Name
Barbara
Last Name
Kinnison
Address 1
1904 Cielo Falls Drive
Address 2
City
Sparks
County
Washoe
State
Nv
Zipcode
89436
Main Phone
530 301-2554
Secondary Phone
Email Address
Bkinnison@sbcglobal.net
Contact Preference
email

Education Background

School Name
Chico State University
Graduated
yes
Graduation Year
1985
Course Of Study
Business with accounting option
Degree Earned
BS
Notes
I am a California CPA. I grew up in Reno and graduated from Reno High School in 1961. My husband and I returned home to Nevada in December 2015

Professional Background

Employer

Retired but still do government financial consulting in CA

From Date

present

To Date

present

Status

full-time

Job Title

CPA, Budget Analyst

Duties

I am retired from Sutter County, CA, as Deputy County Administrator in the County Administrators Office. I continue to work in both Yuba County and Sutter County on financial projects as needed. I work much less in CA since I moved back to Nevada.

Awards and Honors

Volunteer History

Gordon, Alison

From: areipea@gmail.com
Sent: Wednesday, December 14, 2016 4:40 PM
To: WEBTEAM; Gordon, Alison
Subject: VOLUNTEER APPLICATION: Audit Committee

Application for Audit Committee

Additional Information:

I am applying for this opportunity since I have a passion to help my community. I have worked as an internal auditor for Arvato services and I feel that this experience will be valuable for this opportunity.

Personal Information

Salutation
First Name
Piera
Last Name
Mburia
Address 1
P.O.Box 13501
Address 2
City
Reno
County
Washoe
State
NV
Zipcode
89507
Main Phone
7758159492
Secondary Phone
Email Address
areipea@gmail.com
Contact Preference
email

Education Background

School Name
UNR
Graduated
yes
Graduation Year
2015
Course Of Study
Public Health
Degree Earned
Masters
Notes

Professional Background

Employer
Arvato Services
From Date
present
To Date
present
Status
full-time
Job Title
Project/Program Manager
Duties

Awards and Honors

Volunteer History

Gordon, Alison

From: Lumsden, Jennifer
Sent: Wednesday, December 14, 2016 10:56 AM
To: WEBTEAM; Gordon, Alison
Subject: VOLUNTEER APPLICATION: Audit Committee

Application for Audit Committee

Additional Information:

I am interested in obtaining a greater knowledge of the inter-workings of my local county government. I am a well educated, rational thinking individual. I have participated in audits as a member and officer of a labor union, and most recently as a Board Member for the Sierra Nevada Association of Paralegals, of which I am a current Active Member and Chairperson. I strongly believe that all citizens hold a duty to be civic minded and involved in their neighborhoods and communities, even if they do not hold a formal government office.

Personal Information

Salutation
Mrs
First Name
Jennifer
Last Name
Salisbury
Address 1
8421 Silver Shores Dr.
Address 2
City
Reno
County
Washoe
State
NV
Zipcode
89506
Main Phone
775-342-7240
Secondary Phone
Email Address
jen4216@gmail.com
Contact Preference
email

Education Background

School Name
Truckee Meadows Community College
Graduated
yes
Graduation Year
2013
Course Of Study
Associate of Arts

Degree Earned
General Studies
Notes

School Name
Truckee Meadows Community College
Graduated
yes
Graduation Year
2012
Course Of Study
Paralegal/Law
Degree Earned
Associate of Applied Science
Notes

School Name
University of Nevada Reno
Graduated
no
Graduation Year
0
Course Of Study
Political Science
Degree Earned
Bachelor's Degree
Notes
Will graduate in fall of 2017 with a Major in Political Science and a Minor in Philosophy of Ethics, Law & Politics.

Professional Background

Employer
Maupin, Cox & LeGoy
From Date
06/11/14
To Date
present
Status
full-time
Job Title
Certified Paralegal/Legal Assistant
Duties

Awards and Honors

Honor
Induction- Pi Sigma Alpha- National Honor Society
Honor Date
04/27/16
Details

Honor
Certification- Designation as Certified Paralegal

Honor Date

07/01/13

Details

Sat for and passed the national certified paralegal exam from the National Association of Legal Assistants (NALA).

Volunteer History**Agency**

North Valley Citizen Advisory Board

From Date

07/01/16

To Date

06/30/19

Volunteer Title

Alternate Member

Duties**Agency**

North Valleys Citizen Advisory Board

From Date

07/01/13

To Date

06/30/16

Volunteer Title

Member At-Large

Duties**Agency**

Washoe County Public Defender's Office

From Date

06/15/11

To Date

02/03/13

Volunteer Title

Criminal Defense Support

Duties

Discovery preparation, electronic filing of documents, review and update of records.

Agency

Washoe County Senior Law Project

From Date

07/05/11

To Date

09/15/11

Volunteer Title

Legal Intern

Duties

Worked primarily in the area of foreclosure mediation, mortgage modification fraud and senior housing issues.

Agency

Washoe County Registrar's Office

From Date

present

To Date

present

Volunteer Title

Election Poll Worker

Duties

Worked the 2012 General Election as an Intake Specialist. The 2014 General Election as an Intake Specialist. The 2016 Primary and General Election as Polling Place Assistant Manager.

Gordon, Alison

From: rxgreno@gmail.com
Sent: Wednesday, December 14, 2016 12:27 PM
To: WEBTEAM; Gordon, Alison
Subject: VOLUNTEER APPLICATION: Audit Committee

Application for Audit Committee

Additional Information:

I have been a resident of Washoe County since 2000, and have come to "Love this Place". I would feel most honored to volunteer my time and skills to assist my community. I have a strong background in Accounting, Finance, Financial Reporting, and Audit. I have worked in the private sector in Banking, Finance, Real Estate Trusts, Fiduciary Pension Investments, and as a Credit Analyst. I welcome any service I may provide, and look forward to hearing about future opportunities to share my experience.

Personal Information

Salutation
First Name
Rosemary
Last Name
Geary
Address 1
950 Haskell St
Address 2
APT M
City
Reno
County
Washoe
State
N
Zipcode
89509
Main Phone
775-357-6559
Secondary Phone
Email Address
rxgreno@gmail.com
Contact Preference
any

Education Background

School Name
San Francisco State University
Graduated
no
Graduation Year
1999
Course Of Study
Business Administration - Concentration in Accounting
Degree Earned

Notes

This was a 5 year program. I earned 120 credits, made dean's list and last attended as a Senior. The B.S. degree was not obtained due only to change in requirements pending a leave of absence. I can provide my transcripts if necessary.

School Name

Bard College at Simon's Rock

Graduated

yes

Graduation Year

1992

Course Of Study

Liberal Arts

Degree Earned

Associate of Arts

Notes

Bard College at Simon's Rock is one of the top 10 in the country. It is a unique institution that accepts students ready for college level curriculum at high school age. I entered college at 16.

Professional Background**Employer**

State of Nevada Department of Business & Industry Fiscal Services Unit

From Date

10/03/16

To Date

present

Status

full-time

Job Title

Accounting Assistant II

Duties**Awards and Honors****Volunteer History**